

JEFFERSON COUNTY HIGHWAY DEPARTMENT

750 Old Fairfield Road
Mt. Vernon, Illinois 62864

618.244.8031 Phone
618.242.3392 Fax

Mr. Brandon J Simmons, County Engineer
Mrs. Sandy Wellmaker, Administrative Assistant

REQUEST FOR QUALIFICATION (RFQ) FOR MASTER TASK ORDER

PHASE I, II, III ENGINEERING SERVICES

JEFFERSON COUNTY, ILLINOIS

January 28, 2022

The Jefferson County Highway Department (Department) is seeking a qualified Consulting Engineering Firm to enter into a contract for the performance of services On Call or Indefinite Delivery/Indefinite Quantity (IDIQ) under task or work orders issued on an as-needed or on-call basis.

The Department at times receives Federal funds, which are used to fund some engineering and design related consulting services. Over the recent years, the Department has received Surface Transportation Program funds for numerous projects including 3R and New Construction/Reconstruction projects and Highway Safety Improvement Program funds for several roadway and intersection projects. Currently the Department has a Highway Safety Improvement Program project funded as well as several Surface Transportation Program projects under development in-house. The Department anticipates that they will continue to apply for these funding sources, as well as other State and Federal funding sources including, but not limited to, Motor Fuel Tax, Highway Safety Improvement Program, Surface Transportation Bridge, and other funds that may become available. It is anticipated that the current Township Bridge Program projects under development and many future projects will likely fall outside of this service request.

The Department is in need of professional Phase I and Phase II (preliminary design and design engineering) and limited Phase III (construction engineering) services for various federally funded projects from the funding sources listed above. The typical types of projects funded by those sources include, but are not limited to: roadway widening or reconstruction projects, intersection improvements including signalization, pedestrian/bicycle facilities, bridge replacement or rehabilitation, and engineering studies.

The Department reserves the right to perform a separate Qualifications Based Selection (OBS) process on any given project, depending on the complexity of the assignment and if the Department determines it is in their best interest.

The established contract period for this IDIQ shall be five (5) years, which is the time from execution of the IDIQ contract to when all work orders are issued. The total time from execution of an IDIQ contract to the completion of all work orders issued will not exceed ten (10) years. The maximum total dollar amount which may be awarded under this IDIQ is \$1,000,000.00. The Department may execute multiple IDIQ contracts should it be deemed in the best interest of the Department.

The typical services to be provided are described in the Minimum Scope of Services section of this proposal.

It is anticipated that some phases of engineering services assigned under this IDIQ will be partially funded by Federal funding sources. Therefore, the selection of the consultant will follow the OBS process.

MINIMUM SCOPE OF SERVICES:

Below are typical tasks associated with Phase I, II and III Federally-funded projects. All work is to be performed according to the general industry engineering standards established by the Illinois Department of Transportation (IDOT) and the Jefferson County Highway Department's Standards.

The scope of work will depend on the project and will be stated in the specific work orders on a project by project basis.

Typical Phase I Tasks

The Consultant will provide Phase I engineering services, which may include, but is not limited to the following:

- Detailed topographic surveys, as necessary, for the planning and design of the project
- Surveys for any right-of-way acquisition and construction easements, and the preparation of plats and legal descriptions
- Preparation of traffic studies, analysis of crash data, and any special intersection studies that may be required to furnish data for the design of the proposed improvement
- Preparation of an Intersection Design Study (IDS)
- Preparation of Bridge Type, Size and Location (TS&L) Plans.
- Soil/pavement investigations, as necessary, to determine roadway structural design.
- Preparation of Environmental planning documents and coordination with IDOT for Environmental Survey Request (ESR)
- Wetland Delineation, as necessary
- Preparation of Location Drainage Study
- Preparation of Project Development Report (PDR)
- Estimation of construction costs
- Design of ADA improvements, as necessary
- Preparation of preliminary roadway plans
- Assistance obtaining clearances (and permits) from all regulatory agencies as required by the scope of the proposed improvements
- Submittal and coordination of all necessary permit requests for any work required
- Obtaining Design Approval from IDOT
- Coordination with IDOT and other involved parties/agencies as necessary

Typical Phase II Tasks

The Consultant will provide Phase II engineering services, which may include, but is not limited to the following:

- Preparation of detailed plans, specifications, cost estimate, and other documents and exhibits necessary for the project (in accordance with IDOT SLR, IDOT Region 5 - District 9, and Jefferson County Highway Department Design Standards).
- Preparation of Contract Proposal, all necessary bidding documents and post-letting plan revisions and/or post-design services

- Preparation and coordination Environmental updates and/or required documents
- Geotechnical investigations, as necessary
- Soil/pavement investigations, as necessary, to determine roadway structural design. Drainage Design
- Structural Design
- Maintenance of Traffic
- Identification of roadside safety improvements, where needed
- Traffic signal design
- Securing all necessary clearances and permits
- Right-of-way acquisition services, as necessary
- Coordination with all utilities impacted by the project
- Submittal and coordination of all necessary permit requests for any work required Coordination with IDOT and other involved parties/agencies as necessary.

Typical Phase III Tasks

The Consultant will provide Phase III engineering services, which may include, but is not limited to the following. All work must adhere to Department and IDOT standards as required. All construction and construction engineering must meet IDOT documentation requirements.

Preconstruction Tasks

1. Establish the Contract Inspector's Checklist for Contract Administration as guidelines for the consultant to follow.
2. Attend an IDOT preconstruction meeting with all interested parties to discuss goals, objectives, and issues.
3. Conduct a local preconstruction meeting with all interested parties to discuss goals, objectives, and issues that the Department may have. Submit meeting minutes to the Department for review and approval.
4. Familiarize themselves with all project permits and requirements needed for construction.
5. Review the plans and specifications in-depth, verifying quantities, elevations and dimensions relevant to the project. Also, anticipate any potential conflicts or issues and develop solutions prior to construction.
6. Review contractor's proposed construction schedule for compliance with contract. Submittals should be included on this schedule as well as all major subcontractors.
7. Set up field books, quantity books, diary, job box and all other forms of proper project documentation including ICORS.
8. Prepare Maintenance of Traffic (MOT) checklist. Review MOT for possible improvements highlighting areas of concern.
9. Prepare a project contact list with names, addresses, phone numbers, and fax numbers for all contractors, subcontractors, and suppliers for the project. Also, submit 24 hour contact numbers for applicable parties.
10. Review record drawing requirements with the contractor.

Construction Tasks

1. Provide a resident engineer level performance for required daily activities such as: observing the progress and quality of the work and determining if the work is proceeding in accordance with the contract documents. Maintain site presence at all times when the contractor is working. Disapprove any work failing to conform to the contract documents and immediately inform the Department and IDOT representatives. Verify that there are no deviations from the contract documents unless authorized by the Department and IDOT representatives.
2. Keep inspector's daily reports and quantity book records up to date. Also maintain project diary noting all necessary observations. Advise if contractor is falling behind schedule. Submit weekly reports from ICORS, CMMS or other generally accepted systems to IDOT and the Department.
3. Maintain submittal log and check status to ensure timely approval.
4. Maintain orderly files of all relevant project documents so that they can be easily accessed.
5. Perform quantity measurements to prepare pay estimates and change orders to review with contractor and submit to the Department for review and submittal to IDOT.
6. Hold progress meetings, weekly or as needed.
7. Provide liaison functions related to coordination of contractors, utilities, developers, other agencies and property owners engaged or affected by the project.
8. Check and approve project submittals for compliance with standards. Forward recommendations to the Department and IDOT representatives.
9. Maintain daily contact with contractor to monitor schedule and recommend actions that should be taken if falling behind.
10. Maintain daily contact with the utility companies and their contractors to monitor concurrence with proposed schedules.
11. Maintain daily contact with the Department to inform on all relevant project information.
12. Inspect, document, and inform the contractor and the Department of the adequacy of the establishment and maintenance of traffic control. Perform all necessary traffic control checks. Document deficiencies and contractor responses to notices of the same. Inform Department and IDOT of deficiencies and if contractor does not correct or enforce as contract stipulates.
13. Provide construction layout as needed.
14. Provide Quality Assurance (QA) services in accordance with IDOT QC/QA practices and procedures (contractor will provide QC). Provide necessary coordination and qualified personnel to perform work for all materials. Obtain and test soil, asphalt, concrete, and aggregate samples to perform necessary testing to fulfill QA/geotechnical requirements. Reports shall be prepared in a timely manner and coordinated with QC data. The consultant shall fulfill the requirements as the QA manager.
15. Prepare minutes for all meetings and distribute to appropriate parties.
16. Maintain set of working drawings as construction is progressing.
17. Provide all necessary equipment, instruments, supplies, transportation, and personnel required to perform duties of the project team.

18. Maintain and periodically transmit to contractor a running punch list to expedite project close out.
19. Obtain material acceptance certifications as materials are incorporated into the project to expedite project closeout. Withhold payment until material inspection and certifications are provided.
20. Monitor and enforce all OSHA safety regulations are followed by the consultant staff and sub- consultants.
21. Monitor and document erosion control and ensure conformity with the plans and standards.
22. Provide the Department with regular invoicing and provide supporting documentation as requested in order for the Department to submit for reimbursement in accordance with Section 5-10 of the Bureau of Local Roads and Streets Manual.

Post Construction Tasks

1. Perform final inspection with IDOT, the Department representative, contractor, and all applicable utilities to finalize punch list. Document the items in the final punch list and submit them to the contractor for close out. Verify completion of all work and provide a recommendation to Department.
2. Prepare record drawings. Submit the drawings in a hard copy and digital form.
3. Complete a contractor performance evaluation and conduct a post construction meeting with all interested parties to discuss lessons learned and identify steps to eliminate problems in the future.
4. Verify that all documentation is accomplished and that all material inspections and certifications have been accounted for and are complete.
5. Provide all documentation associated with the final balancing change order and final pay estimate.
6. Complete job box and conduct all audit(s) with IDOT. The job box will remain property of the Department.
7. Close out project with IDOT within a reasonable time frame after all construction is completed.

SUBMITTAL REQUIREMENTS:

Please submit three (3) hard copies and one (1) digital copy of your firm's qualifications for services by 3:00 PM, February 14, 2022. The digital copy should be in PDF format on a flash drive. Questions related to this RFQ should be submitted by email to the Jefferson County Engineer, Brandon Simmons, at: countyengineer@jeffil.us. All questions must be received by 3:00 PM on February 8, 2022. The Department will provide the final response to all questions received to consultants by 3:00 PM on February 10, 2022.

The statement of qualifications (SOQ) should be mailed or hand delivered in a sealed envelope marked

"Jefferson County Highway Department - Master Task Order SOQ" to Jefferson County Highway Department, 750 Old Fairfield Road, Mt. Vernon, IL 62864.

All submittals must be thorough, complete and accurate. A table of contents and sectional tabs should be provided for all submittals. At a minimum, submittals should include:

1. Firm Information

A title page that includes the following information: name of firm, local address, telephone number, fax number, name of contact person, location of branch offices, if any, and states in which your firm is licensed to practice. Additional general firm information can be provided but is limited to four pages (single sided).

2. IDOT Pre-Qualifications

As a prequalification of submittal, all firms must be pre-qualified by IDOT in and must submit documentation of their current prequalification status for the following:

- Roads and Streets
- Intersection Design Studies
- Bridges (local roads)
- Rehabilitation
- Special Studies
- Construction Inspection

3. Sub-Consultants

List typical sub-consultants, if any, that are likely to be used, for Environmental Assessment work in Phase 1/11 and Materials Testing in Phase III. Provide a copy of the firm's current prequalification status with IDOT.

4. Project Team

Provide biographical data and experience on key professional members of the firm(s) who could be directly involved with Federally-funded projects. Each resume should be limited to two pages (single sided). A maximum of seven (7) people should be listed. The key personnel should include the following:

- Project Manager who will be responsible for coordinating all activities. Must be a Licensed Professional Engineer in the State of Illinois with Phase I, II and III experience. Maximum one (1) person listed.
- Typical Design Engineer for Phase 1/11 projects. Must be a Licensed Professional Engineer in the State of Illinois. Maximum two (2) people listed.
- Resident Engineer who will be responsible for overseeing all construction engineering activities (must be a Licensed Professional Engineer in the State of Illinois and have a current certificate for IDOT's "Documentation of Contract Quantities"). Maximum three (3) people listed.
- Any additional staff that will be involved in Federally-funded projects. Maximum one (1) person listed.

5. Similar Project Experience

Provide at a minimum five (5) recent examples of projects within the last five years that were Federally-funded or similar in nature to this project. Include a description of each project, including location, client, and scope of professional services delivered by your firm, time frame of the project, and project cost. Project Experience is limited to eight pages (single sided).

CRITERIA FOR REVIEW:

The selection criteria and weightings for project selection are indicated below.

1. Firm Experience (25%). The entity's general experience, stability and qualifications related to similar Federally-funded Phase I, II and III projects and locally funded projects of similar nature.
2. Staff Capabilities (25%). The education, experience, and expertise of the entity's principals and key employees. Qualifications and experience of personnel to perform the necessary engineering services in accordance with general industry engineering standards established by IDOT and the Jefferson County Highway Department.
3. Past Performance (25%). The entity's history of performance on projects similar to the one under consideration.
4. Specialized Expertise (15%). The entity's experience and ability to perform specialties in-house including but not limited to Structural Design, Lighting Design, and Traffic Studies.
5. Local Presence (10%). Knowledge of local community and proximity of the engineering entity to the agency's office.

A selection committee comprised of the County Engineer, the Engineering Assistant a representative of the Highway Committee of the Jefferson County Board will evaluate the SOQ's in accordance with the Department's OBS Policy. The SOQ's will be reviewed, evaluated, and scored, using the criteria and weights defined above.

The Department will begin reviewing the SOQ's as soon as practical with top firm(s) selected no later than February 18, 2022. It is anticipated that the selected top firm(s) will enter into a contract for the IDIQ work, with a draft agreement prepared by no later than February 23, 2022.

If the contract is approved at the meeting of the Jefferson County Board at its February 28, 2022 meeting, it is anticipated that the Department will assign work orders when needs and project are identified.

Engineering Agreements issued under this IDIQ will be Actual Cost plus Fixed Fee format using the BLR 05611 form. The selected consultant shall also submit draft BC 775 and BC 776 (if needed) forms for review with the draft BLR 05611. A draft engineering agreement will be due to the Department within 10 working days of receipt of the work order. The Department intends to have negotiations completed and all of the draft forms (BLR 05611, BC 775, BC 776 (if needed)) submitted for review to IDOT within 10 working days of receipt of documents from the consultant.

Publication Date/Time: February January 28, 2022 at 3:00 PM

Closing Date/Time: February 14, 2022 at 3:00 PM

CONSULTANT'S DISCLOSURE STATEMENT

PTB #: _____

Firm Name: _____

RETURN WITH STATEMENT OF INTEREST

DISCLOSURES

A. The disclosures hereinafter made by the firm are each a material representation of fact upon which reliance is placed should the Department enter into the contract with the firm. The firm further certifies that the Department has received the disclosure forms for each statement of interest.

The IDOT Chief Procurement Officer (CPO) may void the offer or contract if it is later determined that the firm of subconsultant rendered a false or erroneous disclosure. A consultant or subconsultant may be suspended or debarred for violations of the Procurement Code. If a false certification is made by the subconsultant, then the consultant's submitted offer and the executed contract may not be declared void, unless the consultant refuses to terminate the subcontract upon the State's request after a finding that the subconsultant's certification was false.

B. Financial Interests and Conflicts of Interest

1. Section 50-35 of the Illinois Procurement Code provides that all offers of more than \$50,000 and all subconsultant agreements with an annual value of more than 50,000 shall be accompanied by disclosure of the financial interests of the firm. This disclosed information for the successful firm will be maintained as public information, subject to release by request pursuant to the Freedom of Information Act, filed with the Procurement Policy Board, and shall be incorporated as a material term of the contract. Furthermore, pursuant to Section 5-5, the Procurement Policy Board may review a proposal, bid, or contract and issue a recommendation to void a contract or reject a proposal or bid based on any violation of the Procurement Code or the existence of a conflict of interest as provided in subsections (b) and (d) of Section 50-35.

The financial interests to be disclosed shall include any ownership or distributive income share that is in excess of 5%, or an amount greater than 60% of the annual salary of the Governor, of the offering entity or its parent entity, whichever is less, unless the firm is a publicly traded entity subject to Federal 10K reporting, in which case it may submit its 10K disclosure in place of the prescribed disclosure. If a firm is a privately held entity that is exempt from Federal 10K reporting, but has more than 100 shareholders, it may submit the information that Federal 10K companies are required to report, and list the names of any person or entity holding any ownership share that is in excess of 5%. The disclosure shall include the names, addresses, and dollar or proportionate share of ownership of each person making the disclosure, their instrument of ownership or beneficial relationship, and notice of any potential conflict of interest resulting from the current ownership or beneficial interest of each person making the disclosure having any of the relationships identified in Section 50-35 and on the disclosure form. The current annual salary of the Governor is \$177,412.00.

In addition, all disclosures shall indicate any other current or pending contracts, proposals, leases, or other ongoing procurement relationships the offering entity has with any other unit of state government and shall clearly identify the unit and the contract, proposal, lease, or other relationship.

2. Disclosure Forms. Disclosure Form A is attached for use concerning the individuals meeting the above ownership or distributive share requirements. Subject individuals should be covered each by one form. In addition, a second form (Disclosure Form B) provides for the disclosure of current or pending procurement relationships with other (non-IDOT) state agencies and a total ownership certification. The forms must be included with each statement of interest.

C. Disclosure Form Instructions

Form A: Instructions for Financial Information & Potential Conflicts of Interest

If the firm is a publicly traded entity subject to Federal 10K reporting, the 10K Report may be submitted to meet the requirements of Form A. If a firm is a privately held entity that is exempt from Federal 10K reporting, but has more than 100 shareholders, it may submit the information that Federal 10K companies are required to report, and list the names of any person or entity holding any ownership share that is in excess of 5%. If a firm is not subject to Federal 10K reporting, the firm must determine if any individuals are required by law to complete a financial disclosure form. To do this, the firm should answer each of the following questions. A "Yes" answer indicates Form A must be completed. If the answer to each of the following questions is "No", then the **NOT APPLICABLE STATEMENT** on Form A must be signed and dated by a person that is authorized to execute contracts for the offering firm. Note: These questions are for assistance only and are not required to be completed.

1. Does anyone in your organization have a direct or beneficial ownership share of greater than 5% of the offering entity or parent entity?
YES NO

2. Does anyone in your organization have a direct or beneficial ownership share of less than 5%, but which has a value greater than 60% of the annual salary of the Governor? YES NO
3. Does anyone in your organization receive more than 60% of the annual salary of the Governor of the offering entity's or parent entity's distributive income? YES NO

(Note: Distributive income is, for these purposes, any type of distribution of profits. An annual salary is not distributive income.)

4. Does anyone in your organization receive greater than 5% of the offering entity's or parent entity's total distributive income, but which is less than 60% of the annual salary of the Governor? YES NO

(Note: Only one set of forms needs to be completed per person per statement of interest even if a specific individual would require a "Yes" answer to more than one question.)

A "Yes" answer to any of these questions requires the completion of Form A. The firm must determine each individual in the offering entity or the offering entity's parent company that would cause the questions to be answered "Yes". Each form must be signed and dated by a person that is authorized to execute contracts for your organization. **Photocopied or stamped signatures are not acceptable.** The person signing can be, but does not have to be, the person for which the form is being completed. The firm is responsible for the accuracy of any information provided.

If the answer to each of the above questions is "No", then the NOT APPLICABLE STATEMENT of Form A must be signed and dated by a person that is authorized to execute contracts for your company.

RETURN WITH STATEMENT OF INTEREST

Form B: Instructions for Identifying Other Contracts & Procurement Related Information

Disclosure Form B must be completed for each statement of interest submitted by the offering entity. *Note: Checking the NOT APPLICABLE STATEMENT on Form A does not allow the firm to ignore Form B. Form B must be completed, checked, and dated or the firm may be considered nonresponsive and the statement of interest will not be accepted.*

The firm shall identify, by checking "Yes" or "No" on Form B, whether it has any pending contracts (including leases), statements of interest, bids, proposals, or other ongoing procurement relationship with any other (non-IDOT) state of Illinois agency. If "No" is checked, the firm only needs to complete the check box on the bottom of Form B. If "Yes" is checked, the firm must identify each such relationship by listing the state of Illinois agency name and other descriptive information such as project number, title, contract, etc.

RETURN WITH STATEMENT OF INTEREST

**ILLINOIS DEPARTMENT
OF TRANSPORTATION**

**Form A
Financial Information &
Potential Conflicts of Interest
Disclosure**

Contractor Name		
Legal Address		
City, State, Zip		
Telephone Number	Email Address	Fax Number (if available)

Disclosure of the information contained in this form is required by Section 50-35 of the Illinois Procurement Code (30 ILCS 500). Vendors desiring to enter into a contract with the state of Illinois must disclose the financial information and potential conflict of interest information as specified in this Disclosure Form. This information shall become part of the publicly available contract file. This Form A must be completed for statements of interest in excess of \$50,000, and for all open-ended contracts. This Form A must also be completed for subconsultant agreements with an annual value of more than \$50,000 from subconsultants identified in Section 20-120 of the Illinois Procurement Code and all open-ended subconsultant agreements. A publicly traded company may submit a 10K disclosure (or equivalent if applicable) in satisfaction of the requirements set forth in Form A. See Disclosure Form Instructions.
The current salary of the Governor is \$177,412.00.

DISCLOSURE OF FINANCIAL INFORMATION

- Disclosure of Financial Information.** The individual named below has an interest in the FIRM (or its parent) in terms of ownership or distributive income share in excess of 5%, or an interest which has a value of more than 60% of the annual salary of the Governor. (Make copies of this form as necessary and attach a separate Disclosure Form A for each individual meeting these requirements.)

FOR INDIVIDUAL (type or print information)	
NAME:	_____
ADDRESS:	_____ _____
Type of ownership/distributable income share:	
Stock <input type="checkbox"/>	Sole Proprietorship <input type="checkbox"/>
Partnership <input type="checkbox"/>	Other <input type="checkbox"/> (explain on separate sheet):
% or \$ value of ownership/distributable income share: _____	

- Disclosure of Potential Conflicts of Interest.** Check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If the answer to any question is "Yes", please attach additional pages and describe.
 - State employment, currently or in the previous three years, including contractual employment of services.
Yes No

If your answer is yes, please answer each of the following questions.

 - Are you currently an officer or employee of either the Capitol Development Board or the Illinois State Toll Highway Authority?
Yes No
 - Are you currently appointed to or employed by any agency of the state of Illinois? If you are currently appointed to or employed by any agency of the state of Illinois, and your annual salary exceeds 60% of the annual salary of the Governor, provide the name of the state agency for which you are employed and your annual salary: _____

RETURN WITH STATEMENT OF INTEREST

- 3) If you are currently appointed to or employed by any agency of the state of Illinois, and your annual salary exceeds 60% of the annual salary of the Governor, are you entitled to receive (i) more than 7-1/2% of the total distributable income of your firm, partnership, association or corporation, or (ii) an amount in excess of the salary of the Governor? Yes No
- 4) If you are currently appointed to or employed by any agency of the state of Illinois, and your annual salary exceeds 60% of the annual salary of the Governor, are you and your spouse or minor children entitled to receive (i) more than 15% in the aggregate of the total distributable income of your firm, partnership, association or corporation, or (ii) an amount in excess of two times the salary of the Governor? Yes No

(b) State employment of spouse, father, mother, son, or daughter, including contractual employment services in the previous two years? Yes No

If your answer is yes, please answer each of the following questions.

- 1) Is your spouse or any minor children currently an officer or employee of the Capitol Development Board or the Illinois State Toll Highway Authority? Yes No
- 2) Is your spouse or any minor children currently appointed to or employed by any agency of the state of Illinois? If your spouse or minor children is/are currently appointed to or employed by any agency of the state of Illinois, and his/her annual salary exceeds 60% of the annual salary of the Governor, provide the name of your spouse and/or minor children, the name of the state agency for which he/she is employed and his/her annual salary. _____

-
- 3) If your spouse or any minor children is/are currently appointed to or employed by any agency of the state of Illinois, and his/her annual salary exceeds 60% of the annual salary of the Governor, are you entitled to receive (i) more than 7-1/2% of the total distributable income of your firm, partnership, association or corporation, or (ii) an amount in excess of 100% of the annual salary of the Governor? Yes No
 - 4) If your spouse or any minor children are currently appointed to or employed by any agency of the state of Illinois, and his/her annual salary exceeds 60% of the annual salary of the Governor, are you and your spouse or minor children entitled to receive (i) more than 15% in the aggregate of the total distributable income of your firm, partnership, association or corporation, or (ii) an amount in excess of two times the salary of the Governor? Yes No

(c) Elective status; the holding of elective office of the state of Illinois, the government of the United States, any unit of local government authorized by the Constitution of the state of Illinois or the statutes of the state of Illinois currently or in the previous three years? Yes No

(d) Relationship to anyone holding elective office currently or in the previous two years; spouse, father, mother, son or daughter? Yes No

(e) Appointive office; the holding of any appointive government office of the state of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the state of Illinois or the statutes of the state of Illinois, which office entitles the holder to compensation in excess of the expenses incurred in the discharge of that office currently or in the previous three years? Yes No

(f) Relationship to anyone holding appointive office currently or in the previous two years; spouse, father, mother, son or daughter? Yes No

(g) Employment, currently or in the previous three years, as or by any registered lobbyist of the state government? Yes No

(h) Relationship to anyone who is or was a registered lobbyist in the previous two years; spouse, father, mother, son, or daughter? Yes No

RETURN WITH STATEMENT OF INTEREST

(i) Compensated employment, currently or in the previous three years, by any registered election or re-election committee registered with the Secretary of State or any county clerk of the state of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections?
 Yes No

(j) Relationship to anyone; spouse, father, mother, son, or daughter; who was a compensated employee in the last two years by any registered election or re-election committee registered with the Secretary of State or any county clerk of the state of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections?
 Yes No

3. **Communication Disclosure.** Disclose the name and address of each lobbyist and other agent of the firm or offeror who is not identified in Section 2 of this form, who has communicated, is communicating, or may communicate, with any state officer or employee concerning the statement of interest, bid or offer. This disclosure is a continuing obligation and must be promptly supplemented for accuracy throughout the process and throughout the term of the contract. If no person is identified, enter "None" on the line below:

Name and address of person(s): _____

4. **Suspension or Debarment Disclosure.** For each of the persons identified under Sections 2 and 3 of this form, disclose whether any of the following has occurred within the previous 10 years: suspension or debarment from contracting with any governmental entity; professional licensure discipline; bankruptcies; adverse civil judgments and administrative findings; and criminal felony convictions. This disclosure is a continuing obligation and must be promptly supplemented for accuracy throughout the procurement process and term of the contract, if the bid or offer is successful. If no person is identified, enter "None" on the line below:

Name of person(s): _____

Nature of disclosure: _____

APPLICABLE STATEMENT

This Disclosure Form A is submitted on behalf of the **INDIVIDUAL** named on previous page. Under penalty of perjury, I certify the contents of this disclosure to be true and accurate to the best of my knowledge.

Completed by: _____ Date _____
Signature of Individual or Authorized Officer

NOT APPLICABLE STATEMENT

Under penalty of perjury, I have determined that no individuals associated with this organization meet the criteria that would require the completion of this Form A.

This Disclosure Form A is submitted on behalf of the **FIRM** listed on the previous page.

_____ Date _____
Signature of Authorized Officer

The firm has a continuing obligation to supplement these disclosures under Sec. 50-35 of the Procurement Code.

RETURN WITH STATEMENT OF INTEREST

ILLINOIS DEPARTMENT
OF TRANSPORTATION

Form B
Other Contracts &
Procurement Related Information
Disclosure

Contractor Name		
Legal Address		
City, State, Zip		
Telephone Number	Email Address	Fax Number (if available)

Disclosure of the information contained in this form is required by Section 50-35 of the Illinois Procurement Code (30 ILCS 500). This information shall become part of the publicly available contract file. This Form B must be completed for statements of interest in excess of \$50,000, and for all open-ended contracts. This Form B must also be completed for subconsultant agreements with an annual value of more than \$50,000 from subconsultants identified in Section 20-120 in the Illinois Procurement Code and for all open-ended subconsultant agreements.

DISCLOSURE OF OTHER CONTRACTS AND PROCUREMENT RELATED INFORMATION

1. **Identifying Other Contracts & Procurement Related Information.** The firm shall identify whether it has any pending contracts (including leases), statements of interest, bids, proposals, or other ongoing procurement relationship with any other state of Illinois agency: Yes No

If "No" is checked, the firm only needs to complete the signature box on the bottom of this page.

2. If "Yes" is checked, identify each such relationship by showing state of Illinois agency name and other descriptive information such as PTB or project number (attach additional pages as necessary). SEE DISCLOSURE FORM INSTRUCTIONS.

THE FOLLOWING STATEMENT MUST BE CHECKED

<input type="checkbox"/>	_____	_____
	Signature of Authorized Representative	Date

OWNERSHIP CERTIFICATION

Please certify that the following statement is true if the individuals for all submitted Form A disclosures do not total 100% of ownership.

Any remaining ownership interest is held by individuals receiving less than \$106,447.20 of the bidding entity's or parent entity's distributive income or holding less than a 5% ownership interest.

- Yes No N/A (Form A disclosure(s) established 100% ownership)