

SPECIAL NOTICE

TO ALL CONTRACTORS SUBMITTING BIDS

Please remember to staple your bids together so that it will be less likely that anything will get misplaced or lost.

Please turn in your proposal printed **one sided**. Double sided copies cause a problem with the print shop and processing.

Thank you for your cooperation

If you have any questions about these issues please call Ryan Sheley at (217) 782-7806 or send an e-mail to ryan.sheley@illinois.gov

- SPECIAL NOTICE REGARDING DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION -

1. Disadvantaged Business Enterprise (DBE) Utilization Plan

For proposals that contain a Special Provision for Disadvantaged Business Enterprise Participation **it is the responsibility of each bidder to submit a DBE Utilization Plan (Plan) (Form SBE 2026 and Form SBE 2025)** as required by the Special Provision. Forms for the submittal of the Plan are available on the IDOT Web Site, in each district's Bureau of Construction office or by calling IDOT's Bureau of Small Business Enterprises at (217) 782-5490.

DBE Plan submittal - As detailed in the Special Provision entitled "DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION (BDE)"; all bidders must submit [Form SBE 2026](#) and [Form SBE 2025](#) with their bid at the Letting. **Failure to submit both forms with the bid shall cause the bid to be rejected as not responsive.**

SEE THE SPECIAL PROVISIONS WITHIN THE PROPOSALS FOR SPECIFIC DBE GOAL PERCENTAGES

2. Illinois Unified Certification Program DBE Directory

Pursuant to the requirements of the federal regulations, all state transportation agencies that receive federal-aid funds are required to implement a "one-stop" certification process for DBEs. As a result of this requirement, IDOT, together with the City of Chicago, CTA, Metra and Pace, has established the Illinois Unified Certification Program (IL UCP).

The IL UCP maintains a DBE Directory to provide a reference source to assist bidders/proposers in meeting DBE contract goals. The DBE Directory lists the DBE-certified firms in alphabetical order with their address, contact information and specialty of work. It is the responsibility of the prime contractor/consultant to make his/her own determination regarding the capability of a DBE firm. Only those firms certified as of the letting date/bid opening may be utilized in meeting a DBE contract goal.

3. Supportive Services Consultants

The Bureau of Small Business Enterprises administers the federal DBE program and ensures that external Equal Employment Opportunity, On-the-Job Training and Labor contract requirements are met. The goal of IDOT's Supportive Services program is to provide assistance that fosters opportunities for IDOT's DBE firms and minority and female individuals to participate in IDOT's transportation-related contracts.

The following consultants have contracts to provide supportive services assistance. These services are provided at no charge to IDOT's DBE firms, to those firms seeking IDOT DBE program certification, to IL UCP DBE-certified firms who have an IDOT contract(s), and to prime contractors doing business with IDOT.

If you have any questions or concerns regarding the supportive services assistance that IDOT offers, please contact the Bureau of Small Business Enterprises at (217) 785-5947.

Management Assistance - Assistance with cash flow, bonding and financing, payments, obtaining work and equipment / other resources, preparation of business plans, computer technology, certification / prequalification application assistance, assessment of management, accounting and computer systems, assistance with loan package preparation, development of web site / marketing materials / safety plans, and IDOT DBE workshops.

Districts 1 - 3 (contract period 10/08/08 – 10/07/10)

Mr. Theo Joyner, Project Director
Ralph G. Moore & Associates
211 West Wacker Drive, Suite 1050
Chicago, IL 60606
Phone: 312/419-7260
Fax: 312/419-1918
Email: theojoyner@rgma.com

Districts 4, 5, 6, 7, 8, 9 (contract period 10/9/09 – 10/8/10)

Mr. Mark Vaughn, Project Director
Hutson & Associates, Inc.
3555 College Avenue
Alton, IL 62002
Phone: 618/433-9229
Fax: 618/433-9239
Email: mvaughn@hutsonassociates.com
[Hutson & Associates, Inc. staff bios](#)

Technical Assistance – Training and assistance in estimating, bidding, negotiations, technical tasks, reading specifications and plans, developing production schedules, preparing required reporting forms and documentation, reviewing IDOT contract-related documents / reports, assistance with IDOT project site inspections / meetings and contract troubleshooting, and IDOT DBE workshops

Districts 1, 2, 3 (contract period 10/9/09 – 10/8/10)

Mr. Peter Stresino, Project Director
Pavia-Marting & Co.
910 W. Lake Street
Roselle, IL 60172
Phone: 630/529-8000
Fax: 630/894-4910
E-mail: peter.stresino@pavia-marting.com
[Pavia-Marting & Co. staff and subcontractor bios](#)

Districts 6, 8 (contract period 10/9/09-10/8/10)

Mr. Jim Sullivan, Project Director
ESI Consultants, Ltd.
753 Windsor Road
Charleston, IL 61920
Phone: 217/348-1900
Fax: 217/348-1903
E-mail: jsullivan@esiconsultantsltd.com
[ESI Consultants, Ltd. staff and subcontractor bios](#)

Districts 4, 5, 7, 9 (contract period 10/9/09-10/8/10)

Mr. Richard Nowack, Project Director
Quigg Engineering Inc.
495 North Westgate Avenue
Jacksonville, Illinois 62650
Phone: 217/245-5375
Fax: 217/245-5398
E-mail: rnowack@quiggengineering.com
[Quigg Engineering Inc. staff and subcontractors bios](#)

4. Minority-Owned Financial Institutions

It is IDOT's policy to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on federally funded contracts to make use of these institutions.

As of October 14, 2009, the list of Minority Depository Institutions in Illinois are as follows:

1. All American Bank-----Des Plaines
2. American Metro Bank -----Chicago
3. Citizens Bank & Trust Company of Chicago-----Chicago
4. Covenant Bank -----Chicago
5. The Foster Bank -----Chicago
6. Highland Community Bank-----Chicago
7. Illinois Service Federal Savings and Loan Association. -----Chicago
8. International Bank of Chicago-----Chicago
9. National Republic Bank of Chicago-----Chicago
10. Pacific Global Bank -----Chicago
11. Seaway National Bank of Chicago-----Chicago

Special Notice Regarding IDOT Proposals, Authorization To Bid, and Requests For Plans & Proposals

ABOUT IDOT PROPOSALS

All Proposals issued by IDOT are potential bidding proposals. Each proposal contains all Certifications and Affidavits, a proposal signature sheet and a Proposal Bid Bond required for Prime Contractors submit a bid after written AUTHORIZATION TO BID has been issued by IDOT. A Proposal Bid Bond and Authorization To Bid are not required on items designated as Small Business Set-Aside.

ABOUT AUTHORIZATION TO BID (Not required for Small Business Set-Asides)

WHO CAN BID? Bids will be accepted from only those companies that **request and receive** written **Authorization to Bid** from IDOT. To request authorization, a potential bidder must complete and submit Part A of the Request for Authorization to Bid/or Not For Bid Status for ([BDE 124INT](#)).

WHAT CONSTITUTES AUTHORIZATION TO BID? When a prospective prime bidder submits a BDE 124INT he/she must indicate at that time which items are being requested for bidding purposes. Only those items requested For Bidding will be analyzed. After the request has been analyzed, the bidder will be issued a **Authorization To Bid or Not For Bid Report** that indicates which items have been approved for Bidding. If **Authorization to Bid** cannot be approved, the **Authorization To Bid or Not For Bid Report** will indicate the reason for denial.

FIRMS UNSURE AS TO AUTHORIZATION STATUS? Firms that have not received an authorization form within a reasonable time of complete and correct original document submittal should contact the department as to status. This is critical in the week before the letting. These documents must be received by three days before the letting date. Firms unsure as to authorization status should call the Prequalification Section of the Bureau of Construction at 217/782-3413.

NOTICE

NO AUTHORIZATION TO BID WILL BE ISSUED UNTIL A **COMPLETED PART A OF FORM BDE 124INT** AND THE **ORIGINAL** AFFIDAVIT OF AVAILABILITY HAS BEEN FILED WITH THE CENTRAL BUREAU OF CONSTRUCTION.

FOR SMALL BUSINESS SET-ASIDES, THE AFFIDAVIT OF AVAILABILITY IS NOT REQUIRED.

SPECIAL NOTICE

ATTENTION IDOT FORM USERS!

On Wednesday April 15, 2009 the Illinois Department of Transportation began posting all business forms developed using Microsoft Word and/or Microsoft Excel in the 2007 format.

To open Microsoft Office Word 2007 .docx or .docm files with Microsoft Office Word 2003, Word 2002, or Word 2000, you need to install the Microsoft Office Compatibility Pack for 2007 Office Word, Excel and PowerPoint File Formats and any necessary Office updates. By using the Compatibility Pack for the 2007 Office system, you can open, edit some items, and save Office Word 2007 documents in previous versions of Word.

If you have questions regarding this conversion, please e-mail

Dorothy.Negangard@illinois.gov

SPECIAL NOTICE:

RULE FOR SUBMITTAL OF DBE UTILIZATION PLANS

All Prime contractors please take note that DBE utilization plans, both forms SBE 2025 and SBE 2026, are now being required to be submitted with the bid on all construction contracts that contain a specified goal in the special provision for Disadvantaged Business Enterprise Participation.

SPECIAL NOTICE

SUBSTANCE ABUSE PREVENTION PROGRAM CERTIFICATION

PA 95-0635 SUBSTANCE ABUSE PREVENTION PROGRAM (SAPP) Effective January 1, 2008

This Public Act requires that all contractors and subcontractors have a SAPP, meeting certain requirements, in place **before** starting work.

The contractor should submit their correctly completed SAPP Certification (Form [BC 261](#)) to the District at the preconstruction conference.

The requirements of this Public Act are a material part of the contract, and the contractor shall require this provision to be included in all approved subcontracts. The contractor shall submit the correctly completed SAPP Certification (Form BC 261) for each subcontractor with the Request for Approval of Subcontractor ([Form BC 260-A](#)).

SPECIAL NOTICE

SMALL BUSINESS SET-ASIDES

Several items on this Letting are designated as small business set-asides. In accordance with Section 45-45 of the Illinois Procurement Code and the rules of the Department, only bids from qualified small businesses will be considered for award. No construction business is a small business if its annual sales and receipts exceed \$10,000,000.

To encourage maximum competition, these small business set-asides are open bidding items. In accordance with the rules of the Department, prequalification is waived for these items. All bidders, including those correctly prequalified by the Department, are required to submit with the bids a Qualification and Equipment Inventory Certification Form. The form is included with the proposal and bidding documents.

Please see the list of items elsewhere in the Bulletin. There will be Small Business Set-asides on future Lettings as well.

Authorization to bid is not required; however, firms wishing to be listed on the For Bid list should so indicate by sending a Request For Authorization To Bid/or Not For Bid Status (form BDE 124INT).

If you have any questions please contact Ryan Sheley at 217-782-7806.

SMALL PROJECTS LISTING

March 5, 2010

Small Business Set-Aside

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65	82	164	200	208	236	237

Hot-Mix Asphalt Projects (less than 3000 Ton)

The following items on this letting are small business projects designated to encourage the participation of **prequalified** small businesses and or **prequalified** Disadvantaged Business Enterprises. These items have up to 3,000 tons of bituminous products; however, the ownership of a bituminous plant is not required in accordance with 44 Illinois Administrative Code 650.70. These designated projects are open for bidding by any **pre-qualified** contractor with a Hot-Mix Asphalt (HMA) Paving work rating or a Hot-Mix Asphalt (HMA) Plant Mix work rating. All other prequalification requirements are unchanged.

4	7	8	10	11	14	20
56	89	91	97	100	101	102
111	127	153	155	179	183	206
265	283					

Subcontractor Registration

Subcontractors interested in participating on contracts are required to register with the Department. Prequalified contractors, consultants, material suppliers and trucking companies are **NOT** required to register. Subcontractors can register electronically at the Department's web site, <http://www.dot.il.gov/>. At the home page click on "Doing Business". The subcontractor registration form is listed under Contractor Services. The registration form requires minimal information and can be completed in minutes. Confirmation, along with a registration number, will be received by e-mail in 1-2 days. Registration is valid for one year and will then require renewal. Questions may be addressed to the Prequalification Section, Bureau of Construction.

Phone: (217) 782-3413

E-mail: Michael.Copp@illinois.gov