

**Frequently Asked Questions for Submitting Statements of Interest for
Professional Transportation Bulletin
4-28-11**

The frequently asked questions are available at <http://www.dot.il.gov/desenv/FAQ.html>
Professional Transportation Bulletin is available at <http://www.dot.il.gov/desenv/ptb.html>
To become a prequalified consultant go to <http://www.dot.il.gov/desenv/preqcons.html>

1. **Question:** Where do I submit my electronic Statement of Interest?

Answer: As stated in each advertisement and in the E-mail Instructions all submittals go to SOIPTB@dot.il.gov

2. **Question:** When do I submit my electronic Statement of Interest (SOI)?

Answer: The Statement of Interest due date and time are listed on the front cover of the PTB. If it is not **received** by 12:00 p.m. on the due date it will not be considered, that includes partial submittals. A complete submittal must be received before 12:00 p.m., which includes all required forms. If the SOI item is received at 11:59 a.m. and the forms are received in a separate e-mail at 12:01 p.m., your firm will not be considered for the PTB. Firm's have 3 weeks to submit Statements of Interest, and we accept Statements of Interest from publish date to 12:00 p.m. on the due date.

3. **Question:** Where are the latest forms?


Answer: In the Professional Transportation Bulletin there is a bookmark titled Forms, which links to the website. There is also a link in the Guidelines, and a link in the E-mail Instructions. <http://www.dot.il.gov/desenv/deform.html>

4. **Question:** Why do I have to keep the footer with document name and why use the latest form?

Answer: IDOT is ISO certified. When IDOT is audited, The ISO Auditors ask, "How do you know the correct form is being used?" The footer with the document name and revision are the proof required.

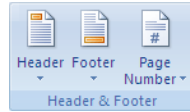
5. **Question:** The footer disappears when I insert the Exhibit A/B file. How do I keep the footer?

Answer: There are two options


- If you are using Microsoft Word 2003, you need to insert a section break. Per Word help, "To create a different header or footer for a section, you need to break the connection between the sections. Click in the section for which you want to create a different header or footer. On the **Header and Footer** toolbar, click **Link to Previous**  to break the connection between the header and footer in the current section and the previous one."
- If you are using Microsoft Word 2007, Starting at the beginning of the document, click in the first section for which you want to vary the

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header or footer. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.



Click **Edit Header** or **Edit Footer**.

On the **Headers & Footers** tab, in the **Navigation** group, click **Link to Previous**  to break the connection between the header or footer in this section and the previous section.

OR

- Complete the word file, convert to adobe, and then insert the file in to your already converted PDF Statement of Interest.

6. **Question:** Does the Prime have to be prequalified in the requested categories in the advertisement or can we sub that work out?

Answer: Yes, the prime is required to have the prequalification. It states in the guidelines:
The firm acting as the prime must be prequalified in all of the prequalification categories requested in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement.

Also, in every advertisement it states:

“The prime firm must be prequalified in the following categories to be considered for this project”: This means the prime is required to be prequalified in the listed categories.

7. **Question:** In the advertisements it sometimes states:
- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer). Location Drainage prequalification category requirement may be completed by Sub and/or Prime)
 - The person who will be in charge of surveys (must be an Illinois Licensed Professional Land Surveyor). Surveys prequalification category requirement may be completed by Sub and/or Prime)
 - The person who will perform/supervise the work in the area of geotechnical analysis and the preparation of the Structure Geotechnical Report (must be an Illinois Licensed Professional

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Engineer). Geotechnical Services, Structure Reports Geotechnical (SGR) prequalification category requirement may be completed by Sub and/or Prime.

How do we address this in our submittal?

Answer: In these instances, if the prime is prequalified they may use their staff. If the prime is prequalified or if not prequalified for those categories, a subconsultant that is prequalified in the requested category may be used.

For example in the **Exhibit A** if using a sub, fill out as shown

Other Required Key Staff:

Name Required Prequalification Category :	
Surveying	
*Name	John Doe @ ABC Engineering
Category	PLS (PE, SE, LS)
Registration #	035-123456
Year Registered	1998 State IL
Office Location:	
City	Chicago State IL

8. **Question:** The advertisement has a DBE Goal. Where & how do we address in our Statement of Interest?

Answer: In the **Exhibit A** on page 3 of 3, there is the following statement: "List Subconsultant(s) and the item(s) of work that they will perform." This is where the firm lists all subs including DBE's. Example: ABC Engineering, DBE, will perform surveying services.

9. **Question:** The **Exhibit A** on page 3 of 3 asks:
Firm is proposing a Mentor-Protégé on this project: Yes No

Name of Protégé Firm	Areas of work (prequalification category(ies) they will be participating in

What are we required to include in the above?

Answer: First check yes or no. If yes, include the name of the firm that will be the protégé and which prequalification category they will be mentored to do.

Example:

Firm is proposing a Mentor-Protégé on this project: Yes No

Name of Protégé Firm	Areas of work (prequalification category(ies) they will be participating in
ABC Engineering	Location Design Studies (Rehabilitation)

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10. **Question:** The advertisement states: The Environmental Lead, who will be responsible for the day-to-day management of the environmental work effort, and persons responsible for all environmental disciplines including air quality, water quality, traffic noise, community impacts and ecology. Environmental staffing on **Exhibit B** must match the staffing presented and approved in the firm's most recent Statement of Experience and Financial Condition. Where do I find the approved staffing?

Answer: Every firm prequalified in environmental assessment receives as part of the prequalification response, a document that has a listing of who is qualified for lead and each discipline and at what level, EA or EIS. The personnel on the document titled "Prequalified Environmental Staff" are the staff that must appear on Exhibit B.

11. **Question:** The Advertisement states the required prequalification category is **Location/Design Studies (Reconstruction/Major Rehabilitation)**. Is the firm required to submit an Exhibit B?

Answer: Yes, it's required per the guidelines: 6) Projects involving Location Design Studies (Reconstruction/Major Rehabilitation and New Construction/Major Reconstruction) and all Environmental Reports (Environmental Assessment and Environmental Impact Statements) require completion of **Exhibit B**. Only the first section is required for Location Design Studies,
Location/Design Study Work

This portion to be completed when projects require Location Design Studies (Reconstruction/Major Rehabilitation or New Construction/Major Reconstruction)

For projects requiring Environmental Reports, the second portion is required
Environmental Work

This portion to be completed when projects require Environmental Reports (Environmental Assessment or Environmental Impact Statements)

The request in the advertisement for Exhibit B is done as a courtesy.

12. **Question:** The guidelines say no more than 2 pages for firm's interest in performing the work. The advertisement requests additional data such as:

- Statements of Interest must also include the proposed Quality Assurance/Quality Control (QA/QC) plan for the project design, including calculations and check-set plans and specifications as deliverables.

Or

- Statements of Interest must include details of how the Consultant will accomplish the work, a schedule for completing the work in the prescribed time, the firm's capability, and project team experience for similar projects, an organizational chart for the project, etc.

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Can we go over the 2 page limit?

Answer: The guidelines also state, “8) In addition to the above requirements, any other information specifically requested in the project advertisement should also be included in the submittal.” The 2 page limit is separate from the additional requirements that may be requested in the advertisement. Your firm may not be considered if not all information requested in the advertisement is provided.

13. **Question:** Can we include pictures, charts, graph’s?

Answer: Yes, but we have a limitation on receiving files. Our system can only accept files under 2MB.

14. **Question:** Our Statement of Interest files are very large. Can we break up the file and send in multiple e-mails?

Answer: Yes, but first look at why it’s so large. Is everything scanned; are large picture files included, etc. Converting existing files to Adobe and limiting graphics can reduce the size of a file significantly.

As stated in the E-mail Instructions, Complete the word documents then convert them to the Adobe PDF for submittal. The size limitation on an incoming e-mail to IDOT is **2 MB**. If you exceed this limit, you must separate contents into multiple e-mails. Identify the number of e-mails being sent, (i.e. 1 of 3). Scanned images, color graphics, and photographs, which are converted to Adobe Portable Document Files (PDF) files, can become very large, use sparingly if at all.

15. **Question:** Our firm wants to do a joint venture (JV). Does IDOT have a JV agreement form?

Answer: No, IDOT does not have a form. It is up to the Consultants entering into a JV to submit the JV agreement as part of the Statement of Interest. See recurring notice “**NOTICE FOR JOINT VENTURE**”

16. **Question:** What are common errors made by consultants when submitting a Statement of Interest?

Answer: Waiting until the last minute to complete the Statements of Interest and using old SOI’s with no quality control check.

Required forms and typical problems	
Document	Problem(s)
Current Obligations Example attached BDE CUR-OB	(wrong form, addition errors, \$’s not included for latest selection information, Construction Inspection work more than total work shown) (review instructions)

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Required forms and typical problems continued	
Document	Problem(s)
Delinquent Debt Example attached BDE 3000	(not signed/dated, subconsultants not included, doesn't match first page, i.e. prime has sub working on item 2 and 4, sub lists working on 2 and 6)
Disclosure BDE DISC 2 Template (Consultants)	(not signed/dated, only partial submittal, missing form A or B or no disclosure included) A complete disclosure is required with every Professional Transportation Bulletin, IDOT is unable to authorize the firm to do work if disclosure is not clear.
Exhibit A Example attached BDE XHBT-A	(nothing in footer to indicate which form used, old form used, not signed/dated, city not indicated, DBE and work they are performing are not listed all requested personnel in advertisement not included.
Exhibit B BDE XHBT-B	(not included, nothing in footer to indicate which form used, old form used although new revised date shown in footer) Personnel listed did not match SEFC Environmental Staffing plan)
Iran Disclosure Example attached BDE 2900	(not signed/dated or included)
Miscellaneous	(Late, partial submittal, sent to wrong e-mail address, etc.)

NEW:

The forms for Current Obligations, Delinquent Debt, Exhibit A, and the Iran Disclosures have been completed and are attached as examples of how to correctly fill out for submittal.

Forms are located at: <http://www.dot.il.gov/desenv/deform.html>



Illinois Department of Transportation

Consultant's Current Obligations for Statements of Interest

Firm Name ABC Engineering

PTB # 151

Item(s) # 4, 12, & 22

Work For the Illinois Department of Transportation

Your Firm as Prime Consultant

PTB & Item Number	Total Project Fee (000's)	Fee Without Subconsultants		
		0-6 mos. (000's)	7-18 mos (000's)	>18 mos. (000's)
150-019	1000	500	250	250
145-001	500	400	100	
139-012	400	50		
Total as Prime		950	350	250

Your Firm as Subconsultant To:

Consultant You Are Subcontracted To	PTB & Item Number	Subcontract Amount (000's)	Fee		
			0-6 mos. (000's)	7-18 mos (000's)	>18 mos. (000's)
Jones Consults	148	100	75	25	
Masons Inc.	148	150	100		50
Total as Subconsultant			175	25	50

Note: The start date for the 0-6 months will be the date of this PTB

Firm Name ABC Engineering

PTB # 151

Item(s) # 4, 12, & 22

Work By Your Transportation Staff for Other Than the Illinois Department of Transportation

	Total Agreement Amount (000's)	Fee to be Earned		
		0-6 mos. (000's)	7-18 mos. (000's)	>18 mos. (000's)
City of Chicago	N/A			
Illinois State Toll Authority	750	350	250	150
All Other Work (Public & Private)	1,000	300	400	300
Total Non-IDOT		650	650	450

Note: The start date for the 0-6 months will be the date of this PTB

Summary of Work

(DO NOT TYPE IN THIS AREA-AUTO FILL IN)

Totals for Firm	0-6 mos. (000's)	7-18 mos. (000's)	>18 mos. (000's)
As Prime (from page 1)	950	350	250
As Subconsultant (from page 1)	175	25	50
For Non-IDOT (from table above)	650	650	450
Total	1775	1025	750

Work by Your Transportation Staff for all Construcion Inspection, Phase III Projects:

	Total Agreement Amount (000's)	Fee to be Earned		
		0-6 mos. (000's)	7-18 mos. (000's)	>18 mos. (000's)
Phase III Work	500	100	300	100



PTB # 151 & Item(s) # 4, 12, & 22



Delinquent Payment. The CONSULTANT certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with the State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONSULTANT further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the CONSULTANT or any affiliate is determined to be delinquent in the payment of any debt to the State during the term of the contract.

I certify that ABC Engineering with the FEIN or SSN of 555-55-5555
(Firm Name)

is in compliance with the Delinquent Payment Statement as stated above.

Jane Doe
Signature

2-17-10
Date

List all known subconsultants and the PTB item(s):

- JKays Civil Firm (Item 4 & 12)
- Megs Structural Creations (Items 12 & 22)

One Adobe PDF document must be submitted with the Statement of Interest for the prime and the single file must contain each known subconsultant the prime will be using.

Label with firm code and DP and submit as an Adobe PDF document.

Example:

Firm SOI CODE: (abcDP.pdf) this would be one document containing the prime's statement of compliance and this file would also contain the subconsultant(s) certification of compliance.



PTB # 151 & Item(s) # 4 & 12

Delinquent Payment. The CONSULTANT certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with the State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONSULTANT further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the CONSULTANT or any affiliate is determined to be delinquent in the payment of any debt to the State during the term of the contract.

I certify that JKays Civil Firm with the FEIN or SSN of 888-88-8888
(Firm Name)

is in compliance with the Delinquent Payment Statement as stated above.

Jessica Smith 2-16-10
Signature Date

List all known subconsultants and the PTB item(s):

N/A

One Adobe PDF document must be submitted with the Statement of Interest for the prime and the single file must contain each known subconsultant the prime will be using.

Label with firm code and DP and submit as an Adobe PDF document.

Example:

Firm SOI CODE: (abcDP.pdf) this would be one document containing the prime's statement of compliance and this file would also contain the subconsultant(s) certification of compliance.



PTB # 151 & Item(s) # 12 & 22

Delinquent Payment. The CONSULTANT certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with the State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONSULTANT further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the CONSULTANT or any affiliate is determined to be delinquent in the payment of any debt to the State during the term of the contract.

I certify that Megs Structural Creations with the FEIN or SSN of 999-99-9999
(Firm Name)

is in compliance with the Delinquent Payment Statement as stated above.

Megan Jones 2-16-10
Signature Date

List all known subconsultants and the PTB item(s):

N/A

One Adobe PDF document must be submitted with the Statement of Interest for the prime and the single file must contain each known subconsultant the prime will be using.

Label with firm code and DP and submit as an Adobe PDF document.

Example:

Firm SOI CODE: (abcDP.pdf) this would be one document containing the prime's statement of compliance and this file would also contain the subconsultant(s) certification of compliance.



EXHIBIT A

PTB # 151 & **Item #** 04

Proposed Staff, Subconsultants and Current Transportation Obligations

I certify that I am the Vice President of the firm of ABC Engineering and that I have thoroughly reviewed our existing and pending obligations for services by our Transportation Technical Staff **(including work for which selection has been made but negotiations and/or agreement execution have not been finalized)** during the ensuing year(s) to all of our clients on any type of project and have included them on the Current Obligations Form. If we are selected for this project, we will assign it as a top priority project with the following minimum staff for the full term of the contract. The office location from which a majority of the work for this project will be performed is:

(City) Engineering Town (State) IL

Signature: Jane L. Doe

Print Name: Jane Doe Phone: 555-555-5555 Fax: 556-556-5656

Date: 2-21-2010 E-mail: J.Doe@abcengineering.com

Project Manager : Name <u>Sam Smith</u> Category <u>PE</u> (PE, SE, LS) Registration # <u>062-11-1111</u> Year Registered <u>2000</u> State <u>IL</u> Office Location: City <u>Engineering Town</u> State <u>IL</u>	Project Engineer : Name <u>John Roads</u> Category <u>PE</u> (PE, SE, LS) Registration # <u>062-22-1111</u> Year Registered <u>1999</u> State <u>IL</u> Office Location: City <u>Engineering Town</u> State <u>IL</u>
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QC/QA Roadway : *Name <u>Jane Doe</u> Category <u>PE</u> (PE, SE, LS) Registration # <u>062-33-1111</u> Year Registered <u>1999</u> State <u>IL</u> Office Location: City <u>Engineering Town</u> State <u>IL</u>	QC/QA Structures: *Name <u>N/A</u> Category _____ (PE, SE, LS) Registration # _____ Year Registered _____ State _____ Office Location: City _____ State _____
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Other Required Key Staff:

Name Required Prequalification Category : Surveying *Name <u>Jessica Smith @ JKay's Civil Firm</u> Category <u>LS</u> (PE, SE, LS) Registration # <u>035-11-1111</u> Year Registered <u>2002</u> State <u>IL</u> Office Location: City <u>Civil City</u> State <u>IL</u>	Name Required Prequalification Category: Location Drainage *Name <u>John Roads</u> Category <u>PE</u> (PE, SE, LS) Registration # <u>062-22-1111</u> Year Registered <u>1999</u> State <u>IL</u> Office Location: City <u>Engineering Town</u> State <u>IL</u>
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*If work is being done by a subconsultant, list firm name also.

Other Required Key Staff:

Name Required Prequalification Category : _____ *Name _____ Category _____ (PE, SE, LS) Registration # _____ Year Registered _____ State _____ Office Location _____ City _____ State _____	Required Prequalification Category: _____ *Name _____ Category _____ (PE, SE, LS) Registration # _____ Year Registered _____ State _____ Office Location _____ City _____ State _____
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Name Required Prequalification Category : _____ *Name _____ Category _____ (PE, SE, LS) Registration # _____ Year Registered _____ State _____ Office Location _____ City _____ State _____	Name Required Prequalification Category: _____ *Name _____ Category _____ (PE, SE, LS) Registration # _____ Year Registered _____ State _____ Office Location _____ City _____ State _____
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Name Required Prequalification Category : _____ *Name _____ Category _____ (PE, SE, LS) Registration # _____ Year Registered _____ State _____ Office Location _____ City _____ State _____	Name Required Prequalification Category: _____ *Name _____ Category _____ (PE, SE, LS) Registration # _____ Year Registered _____ State _____ Office Location _____ City _____ State _____
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Name Required Prequalification Category : _____ *Name _____ Category _____ (PE, SE, LS) Registration # _____ Year Registered _____ State _____ Office Location _____ City _____ State _____	Name Required Prequalification Category: _____ *Name _____ Category _____ (PE, SE, LS) Registration # _____ Year Registered _____ State _____ Office Location _____ City _____ State _____
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*If work is being performed by a subconsultant, list firm name also.
 Attach resumes of above-listed personnel.

Management	Professionals	Sub-professionals
Total <u>2</u>	Engineers <u>3</u> Land Surveyors <u>1</u> Architects <u>0</u> Others <u>0</u> Total <u>4</u>	Technicians <u>3</u> Draftsmen <u>2</u> Survey Crew <u>2</u> Clerical <u>2</u> Other <u>1</u> Total <u>10</u>
		Total Project Staff 14

EXHIBIT A CONTINUED

PTB # 151 & **Item #** 04

Firm will complete project within estimated time listed in the project advertisement. Yes No

If **Yes**, provide completion date and/or number of months. Per the advertisement 24 months

If **No**, explain:

List all Subconsultant(s) and denote if sub is a DBE; and the item(s) [category(ies)] of work they will perform.

JKays Civil Firm (DBE) surveying services

Firm is Proposing a Mentor-Protégé on this project: Yes No

Name of Protégé Firm

Areas of work (prequalification category(ies) they will be participating in



EXHIBIT A

PTB # 151 & **Item #** 12

Proposed Staff, Subconsultants and Current Transportation Obligations

I certify that I am the Vice President of the firm of ABC Engineering and that I have thoroughly reviewed our existing and pending obligations for services by our Transportation Technical Staff **(including work for which selection has been made but negotiations and/or agreement execution have not been finalized)** during the ensuing year(s) to all of our clients on any type of project and have included them on the Current Obligations Form. If we are selected for this project, we will assign it as a top priority project with the following minimum staff for the full term of the contract. The office location from which a majority of the work for this project will be performed is:

(City) Engineering Town (State) IL

Signature: Jane L. Doe

Print Name: Jane Doe Phone: 555-555-5555 Fax: 556-556-5656

Date: 2-21-2010 E-mail: J.Doe@abcengineering.com

Project Manager : Name <u>Sam Smith</u> Category <u>PE</u> (PE, SE, LS) Registration # <u>062-11-1111</u> Year Registered <u>2000</u> State <u>IL</u> Office Location: City <u>Engineering Town</u> State <u>IL</u>	Project Engineer : Name <u>James Bridges</u> Category <u>PE/SE</u> (PE, SE, LS) Registration # <u>062-22-1111 & 081-11-1111</u> Year Registered <u>99/01</u> State <u>IL</u> Office Location: City <u>Engineering Town</u> State <u>IL</u>
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QC/QA Roadway : *Name <u>Jane Doe</u> Category <u>PE</u> (PE, SE, LS) Registration # <u>062-33-1111</u> Year Registered <u>1999</u> State <u>IL</u> Office Location: City <u>Engineering Town</u> State <u>IL</u>	QC/QA Structures: *Name <u>Megan Jones @ Megs Structural Creations</u> Category <u>SE</u> (PE, SE, LS) Registration # <u>081-22-2222</u> Year Registered <u>2005</u> State <u>IL</u> Office Location: City <u>Rolling Roads</u> State <u>IL</u>
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Other Required Key Staff:

Name Required Prequalification Category : Surveying *Name <u>Jessica Smith @ JKays Civil Firm</u> Category <u>LS</u> (PE, SE, LS) Registration # <u>035-11-1111</u> Year Registered <u>2002</u> State <u>IL</u> Office Location: City <u>Civil City</u> State <u>IL</u>	Name Required Prequalification Category: Location Drainage *Name <u>John Roads</u> Category <u>PE</u> (PE, SE, LS) Registration # <u>062-22-1111</u> Year Registered <u>1999</u> State <u>IL</u> Office Location: City <u>Engineering Town</u> State <u>IL</u>
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*If work is being done by a subconsultant, list firm name also.

Other Required Key Staff:

Name Required Prequalification Category : Structures Simple	Required Prequalification Category:
*Name <u>Paul Jems</u>	*Name _____
Category <u>SE</u> (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # <u>081-11-1111</u>	Registration # _____
Year Registered <u>2006</u> State <u>IL</u>	Year Registered _____ State _____
Office Location _____	Office Location _____
City <u>Rolling Roads</u> State <u>IL</u>	City _____ State _____

Name Required Prequalification Category :	Name Required Prequalification Category:
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

Name Required Prequalification Category :	Name Required Prequalification Category:
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

Name Required Prequalification Category :	Name Required Prequalification Category:
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

*If work is being performed by a subconsultant, list firm name also.
Attach resumes of above-listed personnel.

Management	Professionals	Sub-professionals
Total <u>2</u>	Engineers <u>7</u>	Technicians <u>6</u>
	Land Surveyors <u>1</u>	Draftsmen <u>2</u>
	Architects <u>0</u>	Survey Crew <u>2</u>
	Others <u>0</u>	Clerical <u>1</u>
	Total <u>4</u>	Other <u>0</u>
		Total <u>11</u>
		Total Project Staff <u>15</u>

EXHIBIT A CONTINUED

PTB # 151 & **Item #** 12

Firm will complete project within estimated time listed in the project advertisement. Yes No

If **Yes**, provide completion date and/or number of months. Per the advertisement 36 months

If **No**, explain:

List all Subconsultant(s) and denote if sub is a DBE; and the item(s) [category(ies)] of work they will perform.

JKays Civil Firm (DBE) surveying services

Megs Structural Creations (Structures Highway: Typical)

Firm is Proposing a Mentor-Protégé on this project: Yes No

Name of Protégé Firm	Areas of work (prequalification category(ies) they will be participating in
<u>JKays Civil Firm</u>	<u>Highways (Roads and Streets)</u>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
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Disclosure of Business Operations in Iran

PTB # 151 & Item #(s) 4, 12, and 22

Public Act 95-0616 provides that each bid, offer, or proposal submitted for a State contract shall include a disclosure of whether or not the Company acting as the bidder, offeror, or proposing entity, or any of its corporate parents or subsidiaries, within the 24 months before submission of the bid, offer, or proposal had business operations that involved contracts with or provision of supplies or services to the Government of Iran, companies in which the Government of Iran has any direct or indirect equity share, consortiums or projects commissioned by the Government of Iran, or companies involved in consortiums or projects commissioned by the Government of Iran and either of the following conditions apply:

- (1) More than 10% of the Company's revenues produced in or assets located in Iran involve oil-related activities or mineral-extraction activities; less than 75% of the Company's revenues produced in or assets located in Iran involve contracts with or provision of oil-related or mineral-extraction products or services to the Government of Iran or a project or consortium created exclusively by that government; and, the Company has failed to take substantial action.
- (2) The Company has, on or after August 5, 1996, made an investment of \$20 million or more, or any combination of investments of at least \$10 million each that in the aggregate equals or exceeds \$20 million in any 12-month period, which directly or significantly contributes to the enhancement of Iran's ability to develop petroleum resources of Iran.

The terms "Business Operations", "Company", "Mineral-extraction Activities", "Oil-related Activities", "Petroleum Resources", and "Substantial Action" are all defined in the Act.

Failure to make the disclosure required by the Act shall cause the bid, offer, or proposal to be considered not responsive. The disclosure will be considered when evaluating the bid, offer, or proposal or awarding the contract. The name of each Company disclosed as doing business or having done business in Iran will be provided to the State Comptroller.

To be in compliance with the Disclosure of Business Operations in Iran, check the appropriate statement:

- Company has no business operations in Iran to disclose.**
- Company has business operations in Iran as disclosed in the attached document(s).**

The following must be signed and dated by a person authorized to execute contracts for the offeror.

THE FOLLOWING STATEMENT MUST BE SIGNED AND DATED

ABC Engineering _____ <small>Name of Firm (type or print)</small>	
Jane L. Doe _____ <small>Name of Authorized Representative (type or print)</small>	
Vice President _____ <small>Title of Authorized Representative (type or print)</small>	
<i>Jane L. Doe</i> _____ <small>Signature of Authorized Representative</small>	02-18-2010 _____ <small>Date</small>

To submit, use Consultant firm code, followed by DISCIR.
Example: Firm Code "ABC" submittal would be ABCDISCIR.pdf (Required From Prime Only)