

# Guidelines for Submitting Statements of Interest (SOI)

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. Any work being done by a consultant, prime or sub must be prequalified in the IDOT prequalification category of work they are performing.

Prequalified firms may indicate their desire to be considered for selection on any of the projects listed herein by submitting a separate Statement of Interest (SOI) for each project that includes the following:

- 1) A cover sheet, clearly identifying the PTB Number, Item Number, Firm Name, and IDHR number (if available, see recurring notices). No additional information is required on the cover.
- 2) A brief statement of the firm's interest in performing the work. (Should be concise to the point, suggest approximately 2 pages)
- 3) A Table of Contents with page numbers, identifying the approach, exhibits, resumes, etc.
- 4) The State Board of Elections (SBE) Certificate must be included on State Funded Projects. Projects, which contain Federal Funds, do not require the SBE certificate. Advertisements, which contain federal funds, are so noted in the specific Item. To register go to <http://www.elections.state.il.us/Default.aspx>
- 5) Color graphics/photographs should be limited in the submittal because the size limitation on incoming e-mail is 2 MB. Photo's etc. can create a large file so use at your discretion.
- 6) Complete **Exhibit A** as follows:
  - a) List the required key personnel to match required prequalification categories and any additional personnel requirements designated in the project advertisement. (Include firm name if work is to be completed by Subconsultant)
  - b) QC/QA personnel must be different individuals than the staffing, which prepared the documents.
  - c) Attach resumes of all personnel listed in a) above. Individual resumes should not exceed two pages and must be relevant to the expertise required for the specific project.
  - d) Designate the estimated time required to complete the project using the personnel presented. A completion date and/or number of months to complete the project should also be provided.
  - d) Identify proposed subconsultants and item(s) of work they will perform. If a DBE Goal is in the advertisement list the DBE subconsultant(s) and work the firm will be performing. All Subconsultants must be prequalified in the area of work they will be performing.
  - e) Include Mentor Protégé data if participating.
- 7) 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**.
- 8) Experience of the staff or firm in accomplishing similar types of work should be shown for only the most recent projects and should be concise and relevant to the expertise required for the specific project. If there are several projects with the same work completed, then one

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summary would be adequate with each location and the project manager noted for each. This information should be shown at the end of the SOI.

- 9) In addition to the above requirements, any other information specifically requested in the project advertisement should also be included in the submittal.
- 10) The Instructions for completing the Current Obligation documents immediately precede the Current Obligation forms. The Current Obligation Forms should be a separate document from the SOI. Only one copy for each prime, sent to the Central Bureau of Design and Environment, is required.
- 11) Instructions for completing Disclosure **Forms A** and **B** are included on pages 1 and 2 immediately preceding **Forms A** and **B**. Disclosure Forms should be a separate document from the SOI. Only one copy for each prime, sent to the Central Bureau of Design and Environment, is required. In addition, **Form B** should not include IDOT projects, since this information is already included in the **Current Obligations**.
- 12) The Delinquent Debt Certification is separate document. Only one document, for prime and subconsultants, with all pertinent data is required. Instructions are included at the bottom of the Delinquent Debt document.
- 13) The Disclosure of Business Operations in Iran is a separate document. Only one document for each prime is required. Instructions are included at the bottom of the Disclosure of Business Operations in Iran document.
- 14) Exhibit A, Exhibit B, the Current Obligations Form, Disclosure Forms, Delinquent Debt Certification, and Disclosure of Business Operations in Iran are available as word documents on our web site: <http://www.dot.il.gov/desenv/deform.html>

The following addresses may be used when a hard copy of the SOI is requested to be sent to the Central Office in the advertisement:

Illinois Department of Transportation  
Bureau of Design and Environment  
Chief of Preliminary Engineering  
Attn: Consultant Unit (Room 330)  
2300 South Dirksen Parkway  
Springfield, Illinois 62764

If SOI is required to be sent to the Region/District, use addresses as follows:

## **Region 1**

Ms. Diane O'Keefe

## **District 1**

201 West Center Court  
Schaumburg, IL 60196

# Guidelines for Submitting Statements of Interest (SOI)

## Regional Engineers Continued:

### Region 2

Mr. Eric Therkildsen  
**District 2**  
819 Depot Avenue  
Dixon, IL 61021

Mr. Eric Therkildsen  
**District 3**  
700 East Norris Drive  
P.O. Box 697  
Ottawa, IL 61350

### Region 3

Mr. Joseph Crowe  
**District 4**  
401 Main Street  
Peoria, IL 61602

Mr. Joseph Crowe  
**District 5**  
Route 133 West  
P.O. Box 610  
Paris, IL 61944

### Region 4

Mr. Roger Driskell  
**District 6**  
126 East Ash St.  
Springfield, IL 62704

Mr. Roger Driskell  
**District 7**  
400 West Wabash  
Effingham, IL 62401

### Region 5

Mr. Omer Osman  
**District 8**  
1102 Eastport Plaza Drive  
Collinsville, IL 62234

Mr. Omer Osman  
**District 9**  
State Transportation Building  
P.O. Box 100  
Carbondale, IL 62903