

C A P I T A L
Development
B O A R D

Building a Better Illinois

Prequalification

There are three types of designations firms will encounter at CDB.

- ❖ Prequalification
- ❖ Registration
- ❖ Certification

Prequalification

Prequalification is the process that CDB uses to verify that vendors meet requirements to be able to contract directly with CDB.

Some consultants and subcontractors also may need to be prequalified.

Registration

- ❖ Any subcontractor, consultant or material supplier that is not required to be prequalified must be registered with CDB.
- ❖ A vendor who is already prequalified with CDB but wants to work on a project as a subcontractor does not have to also be registered.
- ❖ Important: Registration is not the same as prequalification. A firm that is only registered is not prequalified and cannot contract directly with CDB.

Certification

- ❖ Certification is a process that a vendor will engage in order to be designated as a Minority (MBE), Women (WBE) or Veteran (VBE) Business Enterprise.
- ❖ The certification process is conducted by Central Management Services (CMS). CDB allows firms certified or recognized by CMS to participate towards MBE/WBE/VBE goals.
- ❖ Being certified with CMS does not automatically mean that the firm is also prequalified or registered with CDB.



Prequalification

- * CDB provides opportunities for firms to provide design, construction, and construction/program management services on projects throughout the State of Illinois.
- * Firms must be prequalified prior to bidding or providing submittals for selection.
- * Prequalification applications may take up to 30 days, so firms are urged to prequalify as soon as possible.
- * **Subcontractors, suppliers and non-prequalified consultants must be registered with CDB prior to commencement of work or services.**

Who Needs to be Prequalified as an A/E?

- * Architects, Engineers and Land Surveyors who are licensed by the Illinois Department of Financial and Professional Regulation.
- * This requirement is applicable to firms that are either prime or consultants on a CDB project and perform services licensed by IDPR.

Who Needs to be Prequalified as a Contractor?

- * Contractors who will bid as the prime contractor on a CDB project.
- * Subcontractors who will perform work as a Protected Subcontractor as defined for the Single Prime Delivery method.
- * All other subcontractors do not have to be prequalified.

Who Needs to be Prequalified as a Construction Manager?

- * Tier 1: Construction Managers and Program Managers with experience in projects valued at \$5 million to \$15 million.
- * Tier 2: Construction Managers and Program Managers with experience in projects valued at a minimum of \$15 million.

Prequalification Forms

There are three types of prequalification applications.


Please download the form applicable to your firm's services from CDB's website. www.illinois.gov/cdb

- * Architect/Engineer**
- * Contractor**
- * Construction Manager/Program Manager**

Prequalification Forms

There is emphasis of documentation associated with each application.

- * Architect/Engineer: IDPR License, References**
- * Contractor: Non-Residential Experience (IBC or equivalent), Bonding Capacity, References**
- * Construction Manager/Program Manager: Experience, References**



CAPITAL Development BOARD

Building a Better Illinois

- [About CDB](#)
- [Business with CDB](#)
- [Procurement Bulletin](#)
- [Services](#)



School Construction

The Capital Development Board in partnership with the Illinois State Board of Education has provided over \$3.4 billion in state grants for school construction and renovation through the School Construction Program. The program has benefited over 500 elementary and secondary school districts in every part of the state.

Announcements from CDB

[Updates to the Illinois Accessibility Code](#)
 The Capital Development Board, as mandated by the Illinois Environmental Barriers Act, has updated the Illinois Accessibility Code (IAC) so that it is more closely modeled after the 2010 ADA Standards for Accessible Design.

[Reference Library- Bid Document Template Forms](#)
 CDB has taken valuable input from the design industry and has reformatted the template forms for Division 0 and Division 1 that are found within the Reference Library on the CDB website.

[Notification for AEs and Contractors Regarding Bid Doc Revisions](#)
 CDB has revised Divisions 0 and 1 that are included in a project's Project Manual (specifications).

[CDB Board Meeting Notice of Change of Time](#)
 The Capital Development Board of the State of Illinois hereby gives notice of a change in the time for a Meeting scheduled for April 12, 2016

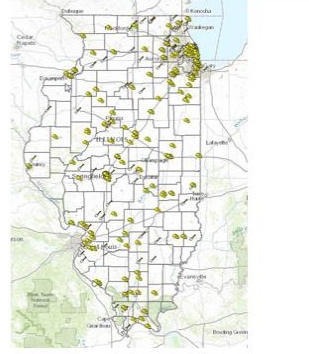
[Notice to All Vendors and Subcontractors with Multi-Year Contracts](#)
 The Illinois Procurement Code requires that every vendor that has entered into a multi-year contract in excess of \$50,000 and every subcontractor with a multi-year subcontract

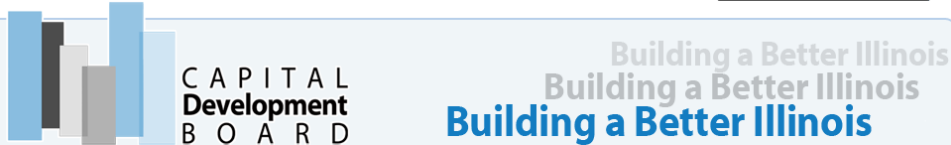
How Do I?

- [How to Comment on the Illinois Accessibility Code](#)
- [Find the IDHR Employer Report Form](#)
- [Obtain a CDB Registration Number? \(Subcontractor Registration\)](#)
- [Sign up to receive notification of new art project commissions?](#)
- [Request an electronic notification?](#)
- [Find Illinois Codes information?](#)
- [Submit a FOIA request?](#)
- [Pre-qualify with CDB?](#)
- [Find the Reference Library](#)
- [Find out more about the Art-in-Architecture Program?](#)

[View all How Do I articles](#)

CDB Project Webmap





CDB > Business with CDB > Prequalification with the CDB

Prequalification with the CDB

CDB provides opportunities for firms to provide design, construction, and construction/program management services on large as well as small projects throughout the State of Illinois.

Vendors must be prequalified prior to bidding or providing applications for selection. The processing of prequalification applications may take up to 30 days, so firms are urged to prequalify now in order to be ready for upcoming projects resulting from the signing of the Capital Bill.

Please Note: prequalification and registration are not the same. If you are currently registered as a subcontractor, but intend to submit a bid for a project as a prime contractor, or participant on a single prime project as a designated "protected subcontractor," then you must apply for prequalification approval.

There are three types of prequalification applications. Please download the form(s) applicable to the services you wish to bid:

- [Architect/Engineer](#)
- [Contractor](#)
- [Construction Manager/Program Manager](#)



For assistance with the Prequalification process, please contact a Prequalification Specialist at CDB.VendorReg@illinois.gov or (217) 782-2864.

LIBRARIES

BUSINESS WITH CDB

[CDB Business Portal](#)

[Freedom of Information Act](#)

[Green Buildings](#)

[Illinois Codes](#)

[Minority/Female/Veteran Business](#)

[Prequalification with the CDB](#)

[Action On Prequalification](#)

[CDB Training Videos](#)

[Project Financial Data](#)

[Certified Payroll Reporting](#)

[Reference Library](#)

[Submission of Capital Budget Requests](#)

[Register for Agency Notifications](#)

PROFESSIONAL DESIGN FIRM PREQUALIFICATION APPLICATION

SUBMIT ONE ORIGINAL FORM TO:

Illinois Capital Development Board
Contract Administration
ATTENTION: CDB Contracts Prequalification Division
3rd Floor, Wm. G. Stratton Building
401 South Spring Street
Springfield, IL 62706

217/782-2864 Voice
217/782-4938 Telefax
217/524-4449 TDD

E-MAIL SUBMISSION: This form may be submitted to CDB electronically. Attach a completed form to an e-mail addressed to:
CDB.VendorReg@illinois.gov
A hard copy is not necessary



CDB Website: www.illinois.gov/cdb

DO NOT BIND THIS FORM. DO NOT INCLUDE ATTACHMENTS OR SUPPLEMENTAL INFORMATION UNLESS SPECIFIED ON THE FORM.

The prequalification process must be complete PRIOR to submitting a 255 form. Allow a minimum of 30 days for processing upon receipt of a completed application.

It is the responsibility of each firm to maintain current information regarding prequalification. Firms are required to notify CDB within ten business days of ANY material changes to information contained in this application. If any of the conditions in the application are violated by the firm or any responses are found to be materially untrue, prequalification of the firm will be rescinded.

Small Contracts and Emergency Services

- (30 ILCS 535/45) Small contract. The provisions of Section 25, 30, and 35 do not apply to architectural, engineering, and land surveying contracts with an estimated basic professional services fee of less than \$25,000
- (30 ILCS 535/50) Emergency services. Sections 25, 30, and 35 do not apply in the procurement of architectural, engineering, and land surveying services by the State agencies
 - (i) when and agency determines in writing that it is in the best interest of the State to proceed with the immediate selection of a firm or
 - (ii) in emergencies when immediate services are necessary to protect the public health and safety, including, but not limited to, earthquake, tornado, storm, or natural or man-made disaster.

CDB Contact Info

- * Website: www.illinois.gov/cdb
- * Springfield: 217/782-2864
- * Chicago: 312/814-6000
- * Carbondale: 618/453-8232



CDB also has satellite offices located in:

Carbondale, E. St. Louis, Ottawa, Loves Park, and Sterling