



Illinois Department of Transportation

Consultant Engineering Prequalification

Mr. Jack Elston & Ms. Jenni LeSeure
Bureau of Design and Environment
August 31, 2020

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INTRODUCTION

are you a

NEW FIRM ?

THE REQUIREMENTS

- Review Description and Minimum Requirements
 - Does your firm meet at least ONE category?
- **Submit Firm's W-9 to IDOT**
- **Submit a SEFC application through EPAS**
 - SEFC = Statement of Experience and Financial Condition
 - EPAS = Engineering Prequalification and Agreement System

DBE VS PREQUAL

DBE CERTIFIED

- Managed by Bureau of Small Business Enterprises, Office of Business and Workforce Diversity
- DBE Certified does **NOT** mean your firm is PREQUALIFIED
- Listed on ILUCP Directory:
<http://www.idot.illinois.gov/doing-business/certifications/disadvantaged-business-enterprise-certification/il-ucp-directory/index>
 - Resource: <http://www.idot.illinois.gov/doing-business/certifications/disadvantaged-business-enterprise-certification/index>

PREQUALIFIED

- Managed by Bureau of Design and Environment – Preliminary Engineering Section (Consultant Unit)
- Prequalified does **NOT** mean your firm is DBE CERTIFIED
- Listed on List of Prequalified Firms:
<http://apps.dot.illinois.gov/eplan/desenv/epas/Consultants/PrequalificationR080.pdf>
- Resource:
<http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>

PREQUALIFICATION

- Currently have **49** categories you can apply for
- This will change after October when we implement changes

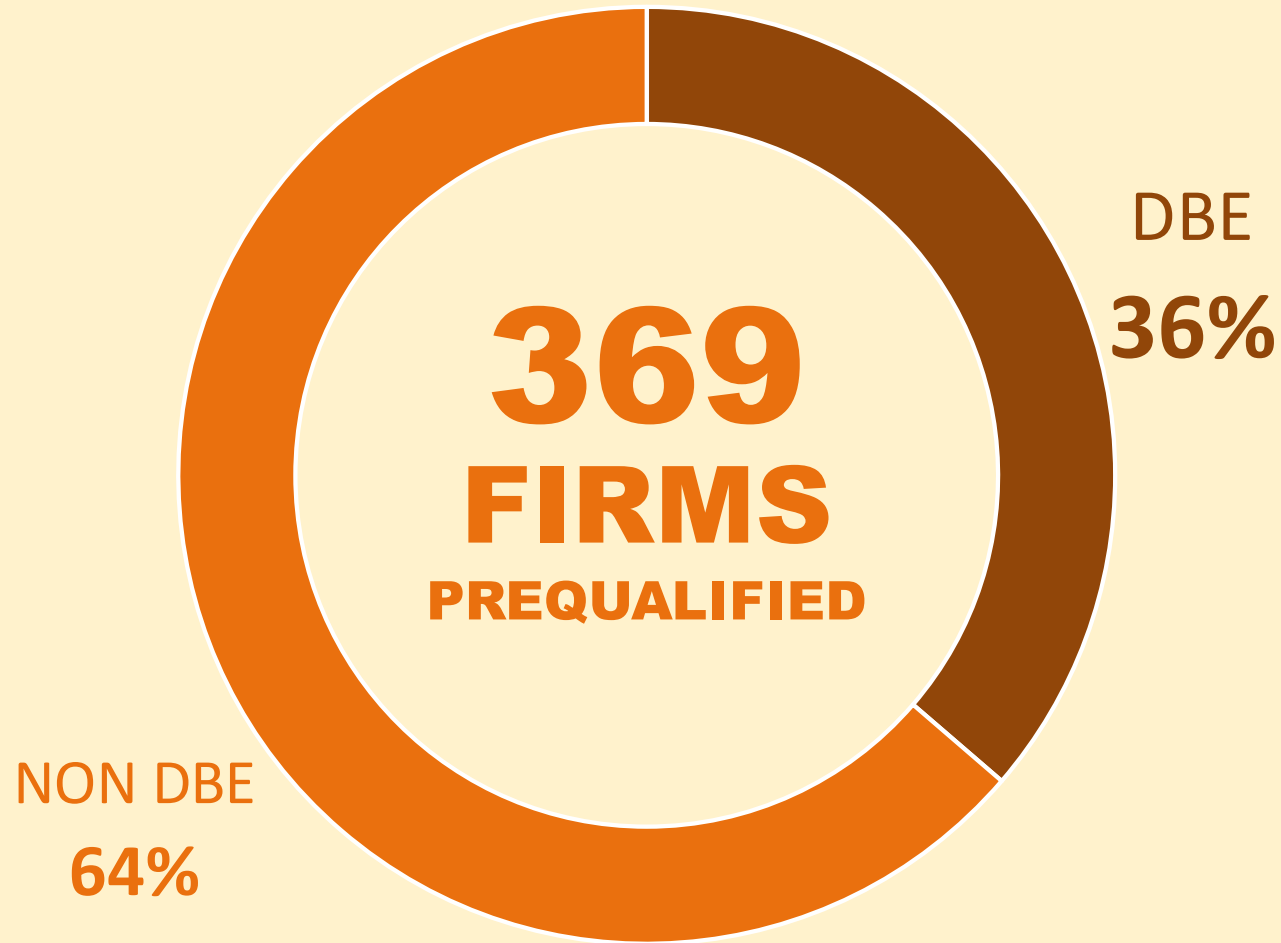
UPDATES TO PREQUAL

- [Description and Minimum Requirements](#)
 - Updated as of July 31, 2020
- **Changes:**
 - Defined what is considered “Specialty”
 - Rewritten/added/adjustment many categories
 - See “Transition Document” for complete list

UPDATES TO PREQUAL

- **Added these new categories:**
 - ▶ Airports – Design: Complex Electrical
 - ▶ Airports – Construction Inspection: Complex Electrical
 - ▶ Transportation Studies – Railway Planning
 - ▶ Special Services – Mobile LiDAR
 - ▶ Special Services – Public Involvement
 - ▶ Special Services – Project Controls

PREQUALIFIED FIRMS



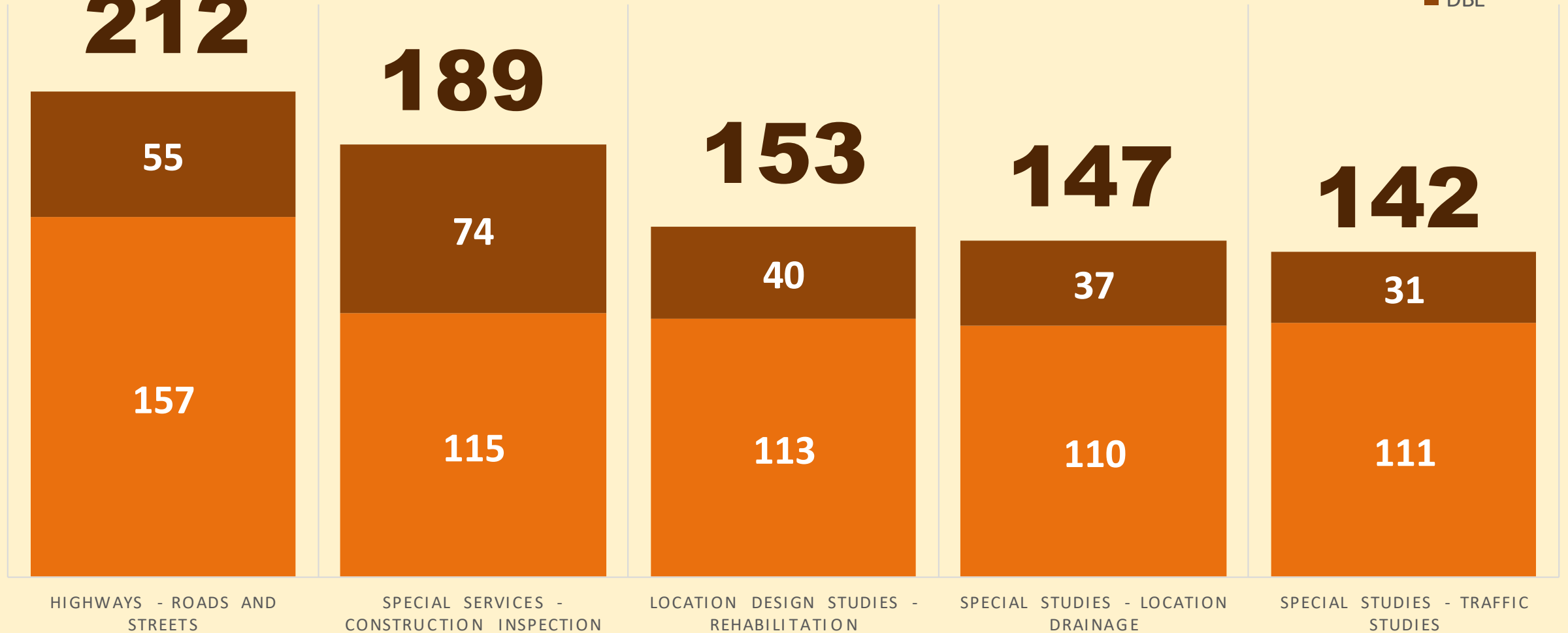
Data as of 8/12/2020

- State of flux
- Changes daily (especially after June 30th)

PREQUALIFIED FIRMS

Top 5 Categories

■ NON DBE
■ DBE



PREQUALIFIED FIRMS

Categories with Limited DBE's

The following categories have fewer than 2 DBEs prequalified and therefore cannot be used when establishing the DBE Goal

PREQUAL CATEGORY	TOTAL #	# DBE
Special Services: Hazardous Waste: Advance	22	0
Special Studies: Signal Coordination & Timing (SCAT)	23	0
Structures: Major River Bridges	33	0
Structures: Highway: Complex	33	1
Structures: Moveable	20	1
Transportation Studies: Mass Transit	26	1

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SEFC

APPLICATION



TYPES

There are **3** types of SEFC applications:

NEW

- IF Brand New Firm
- OR every 3 years
- Prequal + Financials
- whole “kit n’ caboodle”

RENEW

- Every year till 3rd year
- Just Financials
- Absolutely **NO** Prequal

AMEND

- Updates to last approved SEFC
- Contact info, insurance, prequal, staff etc.

TYPES

- New or Renew due **each** year
 - Depends on CY and your firm's name
- One active SEFC at a time in EPAS
- Amend SEFC only used for changing a SEFC that's already been approved
 - Do NOT submit this with your annual financials, you will be marked "Not Approved"

SEFC SCHEDULE

- Section 7 within EPAS Manual – pg 58
 - [When and What to Submit: Start New, Renew; Or Amend](#)
- Depends on your firm's name
- Submittal by CY NOT FY

Firm's submittals are based on the **CALENDAR YEAR** they are submitting within:

THE YEAR SHOW IS WHEN THE EPAS SUBMITTAL IS DUE							
Firm Name Beginning with:	2019	2020	2021	2022	2023	2024	2025
A - E	NEW	RENEW	RENEW	NEW	RENEW	RENEW	NEW
F - N	RENEW	NEW	RENEW	RENEW	NEW	RENEW	RENEW
O - Z	RENEW	RENEW	NEW	RENEW	RENEW	NEW	RENEW

BIGGEST MISTAKES

1: Did not submit by deadline

2: Wrong SEFC submitted by deadline

DEADLINE

For example purposes, let's say Firm: **ABC Testing** has a fiscal year ending date of 12/31/2020.



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

August 10, 2020

Subject: PRELIMINARY ENGINEERING
Consultant Unit
Prequalification File

Jenni LeSeure
ABC Testing
2300 South Dirksen Parkway
Springfield, IL 62764

Dear Jenni LeSeure,

We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending Dec 31, 2019. Your firm's total annual transportation fee capacity will be \$1,000,000.

Your firm's payroll burden and fringe expense rate and general and administrative expense rate totaling 130.01% are approved on a provisional basis. The rate used in agreement negotiations may be verified by our Office of Quality Compliance and Review in a pre-award audit.

Your firm is required to submit an amended SEFC through the Engineering Prequalification & Agreement System (EPAS) to this office to show any additions or deletions of your licensed professional staff or any other key personnel that would affect your firm's prequalification in a particular category. Changes must be submitted within 15 calendar days of the change and be submitted through the Engineering Prequalification and Agreement System (EPAS).

Your firm is prequalified until December 31, 2020. You will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to remain prequalified.

Sincerely,
Jack Elston, P.E.
Bureau Chief
Bureau of Design and Environment

SAMPLE
Approval Letter

Your firm is prequalified until December 31, 2020. You will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to remain prequalified.

THE DATES
In approval letter

FY Ending Date

DECEMBER 31
2020

JANUARY
2021

FEBRUARY
2021

MAY
2021

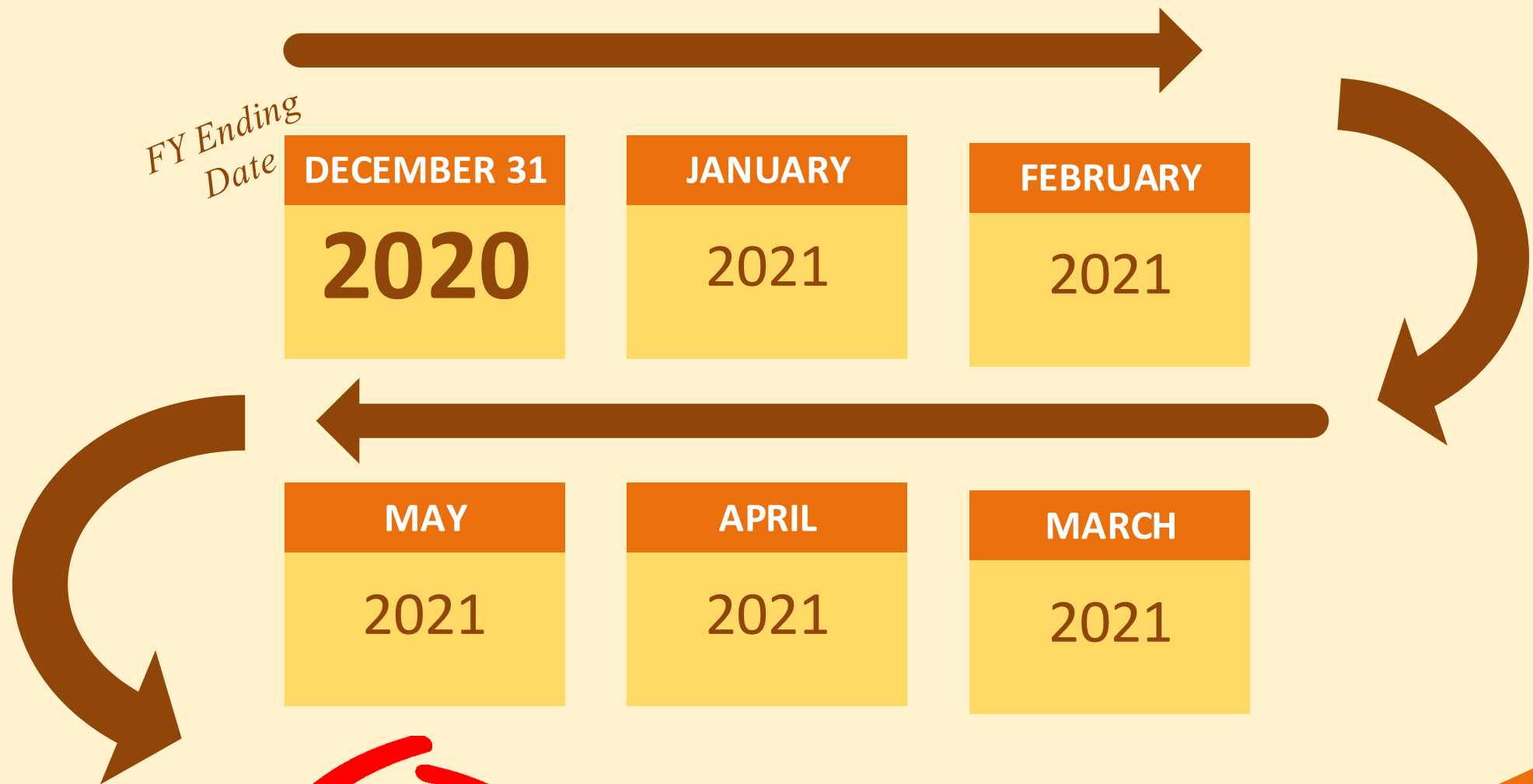
APRIL
2021

MARCH
2021

JUNE 30
2021

SEFC DUE DATE

6 MONTHS
till SEFC is due



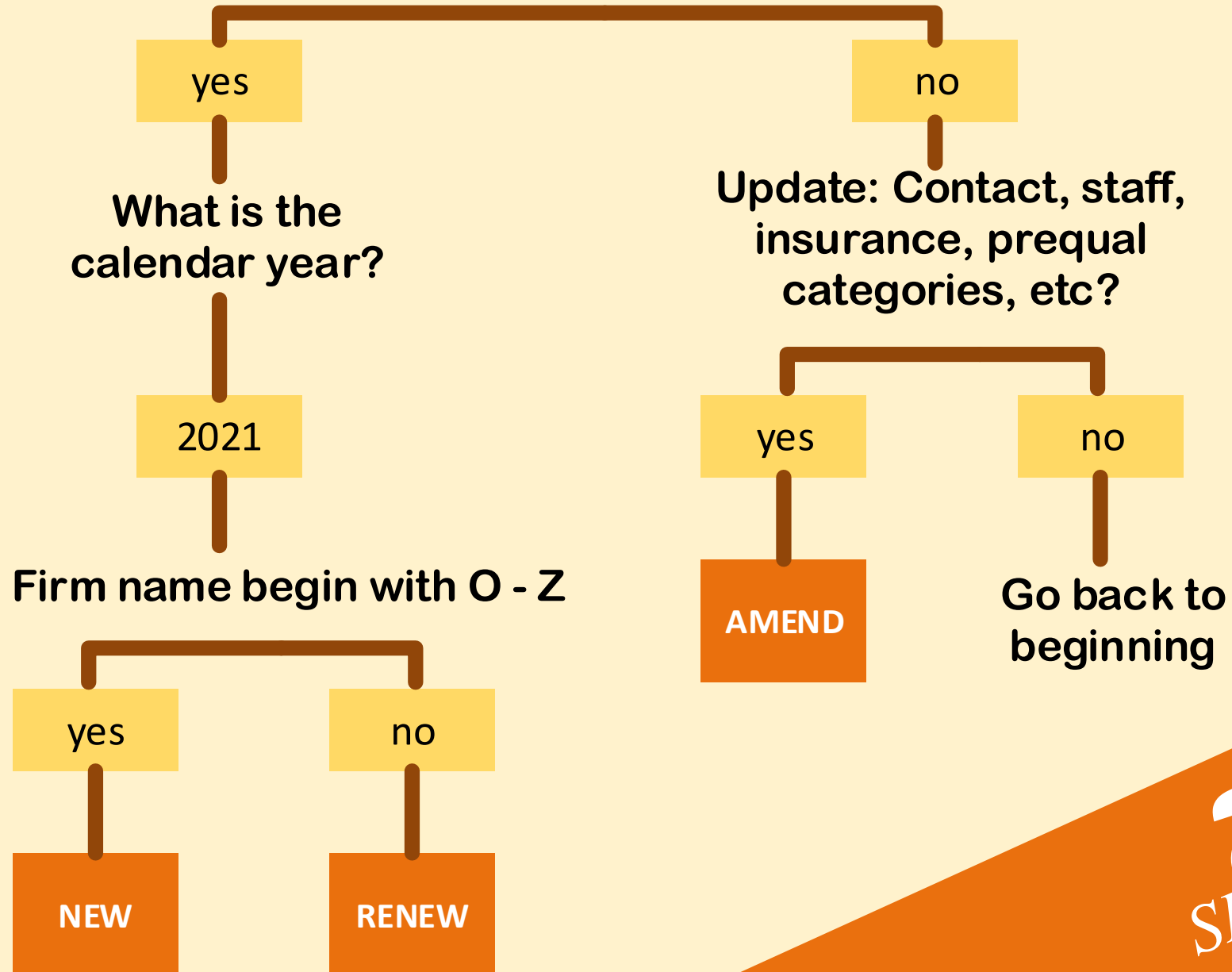
App Id	Date Submitted	Fiscal Year Ending Date	Type	Overhead %	Status	Category/Comments	Additional Info	Approval Letter
SEFC ID: 4925	06/15/2020	12/31/2019	RenewSEFC	130.01	APPROVED	View	View	Approval Letter
SEFC ID: 3949	03/29/2019	12/31/2018	NewSEFC	130.00	APPROVED	View	View	Approval Letter
SEFC ID: 1732	11/06/2013	06/30/2012	NewSEFC	0.00	NOT_APPROVED	View	View	

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Firm Name Beginning with:	2019	2020	2021	2022	2023	2024	2025
A - E	NEW	RENEW	RENEW	NEW	RENEW	RENEW	NEW
F - N	RENEW	NEW	RENEW	RENEW	NEW	RENEW	RENEW
O - Z	RENEW	RENEW	NEW	RENEW	RENEW	NEW	RENEW

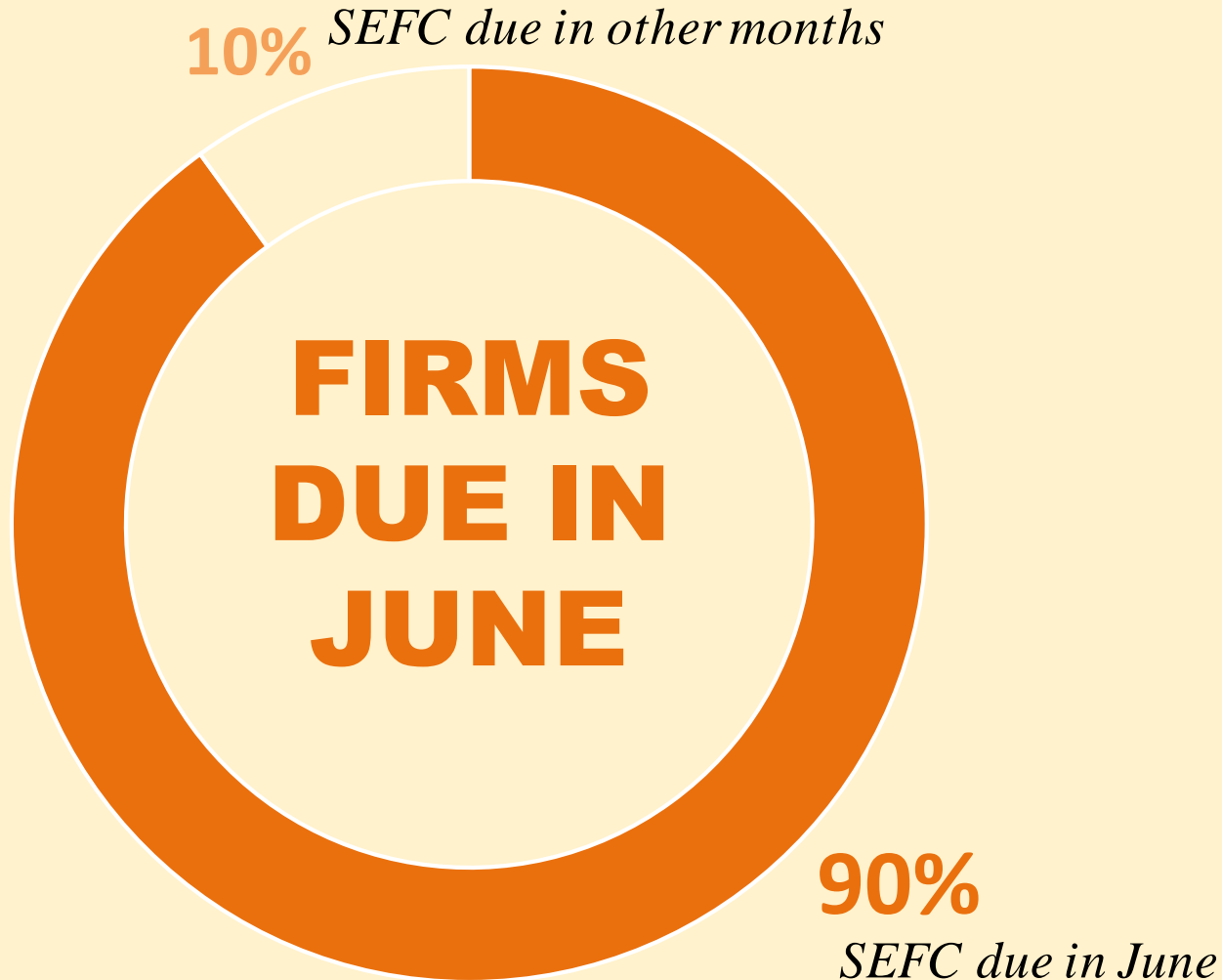
IN EPAS
What's next?

Annual SEFC Due?



2021
SEFC Submittal

SUBMIT EARLY!



90% of the 400 firms prequalified with IDOT have a June deadline.

In 2020, of the 90% that have a June deadline, 80% of them submitted in **JUNE alone!**

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RESOURCES



IDOT WEBSITE

Doing Business > Procurements >

Engineering, Architectural & Professional Services

<http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>

▼ Prequalification

1. Review the [Description and Minimum Requirements for Prequalification](#) to select which category or categories best matches the firm's expertise.
2. Request access to IDOT's [Engineering Prequalification and Agreement System \(EPAS\)](#)
Firms new to prequalification with IDOT must request an [EPAS](#) account. EPAS is a web-based database where Statements of Experience and Financial Condition (SEFC) and Statements of Interest (SOI) are submitted electronically to IDOT. To request an account:
Email Jenni.LeSeure@illinois.gov. Indicate your firm's interest in becoming a prequalified engineering consultant and attach the federal form, W-9.

Once an account has been established, [EPAS](#) can be accessed. The [EPAS Instruction Manual](#) is also provided to assist in the navigation of the system.
3. Submit an application: To become Prequalified, the Statement of Experience and Financial Condition (SEFC) must be completed directly in [EPAS](#) and [EPAS](#) will clarify all requirements.
4. Check status of application: Log On to [EPAS](#). Status of application will be displayed.

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QUESTIONS?

CONTACT

Jenni LeSeure

Consultant Services Unit Chief

Bureau of Design and Environment

Jenni.LeSeure@Illinois.gov

OR

DOT.ConsultantServices@illinois.gov