University of Illinois

Professional Services Consultant Advertisement Checklist

	Task No.	Task Description	Comments

Minimum Qualifications

☐	1	Licensed to practice as an Architect, Engineer, or Landscape Architect in the State of Illinois.
☐	2	Registered to practice as an Architect, Engineer, or Landscape Architect in the State of Illinois.
☐	3	Prequalified with State of Illinois Capital Development Board.
☐	4	Registered & authorized to do business in State of Illinois.
☐	5	In good standing with the State of Illinois.
☐	6	Certificate of Registration with the State Board of Elections.
☐	7	Utilization of AutoCAD compatible System.
☐	8	Registered with the State Board of Elections at the time of proposal, if required.

Items Required with Submittal

☐	9	Letter of Interest.
☐	10	Completed University of Illinois Work-in-Progress / Work History form for the Professional Services Consultant.
☐	11	Completed University of Illinois Work-in-Progress / Work History form for each sub consultant.
☐	12	Copy of Capital Development Board Prequalification Letter.
☐	13	Completed CDB SF 255 form, up to and including Section 10.
☐	14	From CDB Prequalification application: copy of Section 11: Profile Codes and Illinois Licensed Staff.
☐	15	From CDB Prequalification application: copy of Section 12 & 13: Prequalification Category and Supporting Work Experience.
☐	16	Completed & Signed Certifications and Statutory Requirements Form.
☐	17	Completed & Signed Financial Disclosures and Potential Conflicts of Interest Form.
☐	18	Copy of Professional Design Firm registration with the Illinois Department of Financial and Professional Regulation.
☐	19	Information on all consultants anticipated to perform a role within the proposed team of professional consultants.
☐	20	MBE/FBE/PBE Information for Professional Services Consultant: current and valid CMS online profile or CMS Certification letter.
☐	21	MBE/FBE/PBE Information for Subconsultants: current and valid CMS online profile or CMS Certification letter.