

UNIVERSITY OF ILLINOIS  
**PROFESSIONAL SERVICES RETAINER AGREEMENT POLICY**  
As of 07/2025

**PURPOSE**

During the course of a fiscal year (starting July 01 and ending June 30), a number of small and supporting roles for large capital improvement projects occur that require professional services in an expedited fashion. The purpose of obtaining retainer professional services is to improve the timing of delivery of services for these projects. The University has determined that it is in its best interest to retain the services of professional consultants to be available to assist on these projects. Firms under contract and “on call” will thus be available to respond to assist with a project on a timely basis.

**POLICY**

- Procurement of retainer professional services agreements will be in compliance with the regulations of the Higher Education Procurement Rules of the Illinois Procurement Code, the University of Illinois Qualifications Based Selection Policy and the University of Illinois RFP Consultant Selection Policy. If the capital construction unit (CCU) intends to hire more than one firm through a single procurement posting, the post must clearly state such intention and identify the selection criteria. Retainer professional services agreements and associated work orders must be initiated and coordinated by the CCU.
- Each original agreement will be for either one year with options to annually renew for up to three additional years, or one 2-year agreement with an option to renew for another 2-years, for a total of 4 years. Requested duration changes to those listed here, must be submitted by CCU to University Office of Capital Programs (UOCP) and reviewed and approved by Assistant Vice President – Capital Programs and Utility Services (AVP).
- The Assistant Vice President – Capital Programs and Utility Services (AVP) will approve firms recommended by the selection committee for retainer contracts. The UIC Vice Chancellor for Administrative Services, the UIS Associate Vice Chancellor of Facilities and Services, or the UIUC Associate Vice Chancellor and Executive Director of Facilities and Services and the AVP will approve the renewals and any renegotiated hourly rates.
- Unless otherwise stated in the professional services agreement and/or the award posted to the State Procurement Bulletin, retainer agreements may be used on individual small projects with expected total project costs less than \$7,500,000 or with professional services fees up to \$750,000 per project. Retainer agreements may be used on individual projects with an expected total project cost greater than \$7,500,000, in a supporting role for outside architect of record/engineer of record (AOR/EOR) for project management services, on-site observations, peer cost estimates, peer design review, feasibility studies or otherwise approved by the AVP. Any retainer services other than those listed here, must be submitted by CCU to UOCP and reviewed and approved by AVP.
- Unless otherwise stated in the professional services agreement and/or the award posted to the State Procurement Bulletin, any work that causes the cumulative amount of award on an individual retainer contract to exceed \$1,000,000 in fees in the same contract year will require Board of Trustees approval.
- Prior to executing a work order for services, the CCU must have completed a Project Data Summary, secured necessary project approval, and identified the source of funds for the project, including the account number against which the project will be billed, and clearly defined the scope, schedule and budget for the project.

- A Retainer Contract Work Order (see Attachment B) will be completed for each individual project.
- For individual pay requests, see attached Guidelines (Attachment A).
- Reporting will be generated by the UOCP from data in EDW as requested.
- A performance evaluation of the PSC for each Retainer Contract Work Order shall be completed in VSA at project completion of each Retainer Contract Work Order within one month of project completion. Discussions with the PSC should be made if applicable diversity and veteran goals were not achieved and develop remediation plan for future work orders. Failure to complete evaluations and failure to meet diversity and veteran goals may impact future execution of Retainer renewals. Systems Office for Procurement Diversity (OPD) will be included in process for reviews and determinations if goals are not achieved during the renewal period.
- Per fiscal year Retainer utilization reports are to be completed by each CCU and due at the end of each quarter to UOCP and OPD. These reports should include contracted BEP and VBP goals and actual team percentages identifying utilization of BEP and VBP team members. All work orders executed within each quarter and cumulative work orders executed since the start of the original agreement should be identified. UOCP will confirm information and share quarterly reports with the SPO in a timely manner.
- A list of required documents in order for posting and award of selected vendors (for both original Retainer agreements and Retainer Renewal agreements) is identified in Attachment D. These documents are submitted by representative CCU to the UOCP for review and approval and should be submitted no later than April 1<sup>st</sup> in order for agreements to be fully executed before end of fiscal year.

## **MODIFICATIONS**

This policy may not be modified without the approval of the Comptroller.

**UNIVERSITY OF ILLINOIS  
PROFESSIONAL SERVICES RETAINER CONSULTANTS  
PAY REQUEST GUIDELINES**

The appropriate documentation is submitted to the CCU and will consist of the following:

- A separate invoice for each work order being referenced and submitted for payment.
- A Professional Services Billing form Project Sheet for **each** work order, with approved services listed in the description section (Attachment C).
- Time sheets for work paid on an hourly rate must be attached to the respective Professional Services Billing form.
- Reimbursables documentation for all expenses must be attached to the respective Professional Services Billing form (as per Attachment A of original agreement).

Additional services beyond the work order will be approved via the University's Work Order form. Additional services must be identified by the work order number and listed individually on the respective Professional Services Billing form.

Once a project is complete, written notification is given to the Retainer Consultant. Invoices for work beyond the completion date of the work order will not be approved.

RETAINER CONTRACT PROJECT WORK ORDER

Project Work Order Number \_\_\_\_\_  
Issue Date \_\_\_\_\_

In accordance with the Owner/Professional Services Consultant Agreement for retainer contract dated **DATE**, by and between **THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS**, a body corporate and politic of the State of Illinois, hereinafter referred to as "Owner," and **PSC FIRM NAME**, hereinafter referred to as "Professional Services Consultant", **PSC ADDRESS**, an **STATE ENTITY TYPE**, whose registered agent in Illinois is **REGISTERED AGENT NAME**, **REGISTERED AGENT ADDRESS**.

1. PROJECT INFORMATION:

Project Name \_\_\_\_\_  
Project Location \_\_\_\_\_  
Project Budget \_\_\_\_\_  
User Contact \_\_\_\_\_  
User CFOP \_\_\_\_\_

2. SCOPE OF WORK:

See *Professional Services Consultant's* proposal dated **DATE**.

3. SCOPE OF PROFESSIONAL SERVICES:

See *Professional Services Consultant's* proposal dated **DATE**.

4. SCHEDULE:

See *Professional Services Consultant's* proposal dated **DATE**.

5. COMPENSATION:

*Professional Services Consultant* shall receive a compensation, subject to additions and deductions provided for herein, for professional services set forth herein, including services performed by professional sub-consultants, a fee, which includes reimbursable expenses as described below:

Fixed Fee  \_\_\_\_\_  
Hourly Not to Exceed  \_\_\_\_\_

{Describe compensation per *Professional Services Consultant's* proposal above. List anticipated reimbursable expenses.}

6. PROPOSED BEP/VBP UTILIZATION FOR THIS WORK ORDER

Name of BEP/VBP Firm in *Professional Services Consultant's* Proposal:

Scope of Work: \_\_\_\_\_

Percentage of Work Order Project Budget: \_\_\_\_\_

IN WITNESS WHEREOF, this work order has been executed and delivered as of the date previously set forth:

Approved:

\_\_\_\_\_  
Director of Capital Construction unit  
(University of Illinois construction unit responsible for  
respective project)  
(for professional fees < \$250,000)

**PSC FIRM NAME**

By: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Assistant Vice President – Capital Programs  
and Utility Services (for professional fees ≥\$250,000)

**PROFESSIONAL SERVICES BILLING FORM**  
UNIVERSITY OF ILLINOIS

PSC\*: \_\_\_\_\_ INVOICE DATE: \_\_\_\_\_  
 PROJECT: \_\_\_\_\_ UNIVERSITY PAYMENT #: \_\_\_\_\_  
 OWNER'S REPRESENTATIVE: \_\_\_\_\_ Pay Period: \_\_\_\_\_ To \_\_\_\_\_  
 AGREEMENT DATE: \_\_\_\_\_ FEIN/FTIN #: \_\_\_\_\_

All documents are property of the University of Illinois and may not be modified. Improper use or alteration of any document shall be considered a material breach of the Agreement with the University of Illinois and may result in civil or criminal liability.

<b>CONSULTANT SECTION: (Includes Subconsultant's fees)</b>							
DESCRIPTION PHASE AND/OR AMENDMENT NO. **	CONSULTANT MBE/WBE/PBE/NA STATUS	SCHEDULED VALUE	EARNED TO DATE	AMOUNT PREVIOUSLY BILLED	AMOUNT OF THIS BILLING	TOTAL BILLED TO DATE	UNBILLED BALANCE
					\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00
<b>TOTALS</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

\*PSC = PROFESSIONAL SERVICES CONSULTANT

<b>SUBCONSULTANT SECTION:</b>							
SUBCONSULTANT ** (of the above totals, identify how much will be paid out to Subconsultants for each phase)	SUBCONSULTANT MBE/WBE/PBE/NA STATUS	SCHEDULED VALUE	EARNED TO DATE	AMOUNT PREVIOUSLY BILLED	AMOUNT OF THIS BILLING	TOTAL BILLED TO DATE	UNBILLED BALANCE
					\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00

\*\*Includes individual listing of any consultant/subconsultant either within original contract or those added by amendment(s)

NOTE: Attach appropriate statements, time sheets, invoices, etc.

Remarks \_\_\_\_\_

Submitted by \_\_\_\_\_  
(Professional Services Consultant)

Approved by \_\_\_\_\_  
(Owner's Representative)

**UNIVERSITY OF ILLINOIS  
PROFESSIONAL SERVICES RETAINER CONSULTANTS  
DOCUMENTS REQUIRED FOR POSTING AND AWARD**

- A. The appropriate documentation is to be submitted by the CCU to UOCP for execution of **Professional Services Retainer Agreements resulting from a QBS or RFP process**:
1. Form A or Form B Certifications and Disclosures or CPO Financial Disclosure Affidavit. The Form A and Form B Certifications and Disclosures and CPO Financial Disclosure Affidavit can be found at <https://cpo-highered.illinois.gov/forms.html>.
    - a. If vendors' Disclosures identify a potential Conflict of Interest, CCU shall submit a Conflict of Interest Review Request form to UOCP for review and approval (possibly requiring additional approvals from SPO, CPO and PPB). Please submit using the PDF version of the Conflict of Interest Review and Determination Form found at <https://cpo-highered.illinois.gov/forms.html>.
  2. Required Procurement Posting Information document. Identifying selected successful vendor(s) name, city and state and identifying other unsuccessful vendors considered and shortlisted for discussion meetings and their name, city and state.
  3. PSP "Initial Evaluation – Minimum Qualifications" Document identifying BEP/VBP Utilization for All Submissions received.
  4. PSP "Approval Form For Firms To Be Invited To Discussion Meeting (Interview)" Document identifying all shortlisted vendors that participated in discussion meetings and their proposed Diversity and Veteran team percentages including only firms certified with the Illinois Commission on Equity and Inclusion (CEI), as identified/verified in CEI Business Enterprise Program (BEP) and Veterans Business program (VBP) Vendor Directory. <https://supplierdiversitymanagementportal.illinois.gov/VendorDirectory.aspx>
  5. PDF of Approval Form To Negotiate With Recommended PSC From Discussion Meeting (Interview) document as identified and approved in PSP. Document identifies recommended vendor and their proposed Diversity and Veteran team percentages including only firms certified with the Illinois Commission on Equity and Inclusion (CEI), as identified/verified in CEI Business Enterprise Program (BEP) and Veterans Business Program (VBP) Vendor Directory. <https://supplierdiversitymanagementportal.illinois.gov/VendorDirectory.aspx>
  6. After documents listed above are reviewed and accepted by UOCP, award Info is published on Public Higher Education Bulletin, CCU shall submit the Professional Services Retainer Agreements in Contracts+ for UOCP Internal Review and acceptance. This review and approval should be done concurrently and in anticipation of 14 calendar days for processing through the Public Higher Education Bulletin.
  7. After UOCP Contracts+ Internal Review acceptance, CCU shall route for appropriate signatures/approvals and execute Professional Services Retainer Agreement in Contracts + before last day of fiscal year (June 30<sup>th</sup>). If Agreements are executed after June 30<sup>th</sup>, the Agreement shall note the start of Agreement in E. Time of Completion article (within the Professional Services Agreement) as "date of execution". The term end date identified in this article will be 2 years from the July 1 date identified in the Advertisement.
- B. The appropriate documentation is to be submitted by the CCU to UOCP for execution of the **Notice of Exercise of Option Retainer Agreement** for Retainer renewal:
1. **If renewing vendor identifies a required update/change to previously submitted Form A or Form B** Certifications and Disclosures or CPO Financial Disclosure Affidavit, CCU shall submit new documents for review and acceptance by UOCP. The Form A and Form B Certifications and Disclosures and CPO Financial Disclosure Affidavit can be found at <https://cpo-highered.illinois.gov/forms.html>.
    - b. If vendors Disclosures identify a potential Conflict of Interest, CCU shall submit a Conflict of Interest Review Request form to UOCP for review and approval (possibly requiring additional approvals from

SPO, CPO and PPB). Please submit using the PDF version of the Conflict of Interest Review and Determination Form found at <https://cpo-highered.illinois.gov/forms.html> .

2. **If renewing vendor states they have no required updates/changes to previously submitted Form A or Form B** Certifications and Disclosures or CPO Financial Disclosure Affidavit, CCU shall state this in their request for renewal email to UOCP. Please note that SPO will require a Conflict of Interest Review Request form for each potential COI identified, regardless of last date of prior approval for the COI.
  - a. Email from vendor identifying no changes shall include vendor name, Discipline, and specifically state that they have no changes to report for their previously submitted Form A, Form B, or Financial Disclosure Affidavit or previously submitted award information.
  
3. Capital Construction Unit shall submit a completed Procurement Policy Board (PPB) Questions for Retainer Contract Renewal document for UOCP review and acceptance. Document is titled “Renewals of Extensions exceeding \$249,999” and can be found on the Chief Procurement Office – Forms site <https://cpo-highered.illinois.gov/forms.html> .
  - a. Item 1.b shall document a detailed analysis of evaluations of the vendor’s performance regarding any Retainer Work Orders completed as part of this Professional Services Retainer Agreement.
  - b. Item 1.b shall also document actual percentages of Consultant and Subconsultant BEP/VBP participation used to date on any Retainer Work Orders completed as part of this Professional Services Retainer Agreement, for both the current renewal time period and also the entire time period from the start of the agreement. Also identify the originally PSC proposed team percentages identified in Attachment D - PSC/Subconsultant Work Summary of their Professional Services Retainer Agreement and compare the average BEP/VBP participation to the original proposed team percentages. If work was completed by the Retainer and if this average BEP/VBP participation does not meet or exceed the original proposed team percentages identify how these values will be increased through a corrective action plan or do not renew. Office for Procurement Diversity (OPD) will review the corrective action plan or non-renewal request and provide concurrence.
  
4. When a renewing vendor falls short of meeting the contracted BEP goal as identified in Vendor Evaluations, the vendor and contracting University shall be required to complete a form to request a reduced BEP goal for consideration, for the current renewal, only. The form is titled, “BEP Goal Waiver Request Form” and can be found on the Chief Procurement Office – Forms site, <https://cpo-highered.illinois.gov/forms.html> . The University shall first submit the form to OPD for review and acceptance. OPD may add language to the form and will return form to University for signature, based on their review. OPD shall provide written concurrence/response which will be part of renewal information shared with UOCP from University. Additionally, when a vendor falls short of meeting the contracted team Veteran participation goal the University will share this information and share the reason the University still wants to renew with this vendor with OPD for their review and concurrence/response. This written OPD concurrence/response will be part of the renewal information shared with UOCP from University.
  - a. The CPO’s BEP Goal Waiver Request Form must be signed and submitted by CCU to UOCP who will share with the CPO and accepted prior to requesting a renewal of the contract.
  - b. If and when the request is accepted, the CPO will post the accepted form on the CPO’s Publications & Reports website, BEP Waivers granted in the respective Fiscal Year, <https://cpo-highered.illinois.gov/publications-reports.html>
  - c. Although the renewing vendor is contracted to meet the VBP goals, at this time the CPO does not require the same documentation for contracted VBP goals as it does for contracted BEP goals. Information provided in Subsection 2.2 is to be consistent with the information shared in the PPB Questions document, Item 1.b, for this vendor.
  - d. As mentioned, the BEP Goal Waiver request only applies for the renewal term in question. The “revised BEP Goal” per Subsection 2.2 must be no less than the contracted BEP Goal for the renewing vendor, for any subsequent renewal(s).
  - e. Reminders for completing the justification for waiver in Subsection 2.2 shall include the following information:
    - i. Include justification consistent with the PPB Question document)

- ii. Justification should include a response from the contracting University along with the renewing vendor's response: a) University should state that they have reviewed the information and provide opinion, b) state that the University has reviewed the vendor's good faith effort and are in agreement and wish to proceed with renewal, c) Future corrective plan and efforts to achieve the contracted goals are documented in response, d) the current BEP team participation percentage should be stated for both the previous renewal timeframe and the total agreement timeframe...
  - iii. Include actual BEP percentage met the term in question so that the SPO has a basis to compare.
5. All the documents identified in B.1. through B. 4. Above shall be completed prior to being submitted by the representative CCU to UOCP for review and approval and should be submitted no later than April 1st in order for agreements to be fully executed before end of fiscal year.
6. After documents listed above are reviewed and accepted by UOCP and OPD, renewal information is published on Public Higher Education Bulletin, CCU shall submit the Notice of Exercise of Option Retainer Agreement in Contracts+ for UOCP Internal Review and acceptance.
  - a. If renewing vendor identifies required updates to Attachment B – Hourly Rate Schedules, the vendor shall submit updates by using the Input Worksheet (Contracts +) - Professional Services Consultant Tab – Attachment B – Hourly Rate Schedule and provide to CCU. Capital Construction Unit will create a PDF using the Input Worksheet (Contracts +) – Prof. Services Att. B tab. Capital Construction Unit will paste the information at end of Contracts + - Notice of Exercise of Option Retainer Agreement.
  - b. In C+ Identify Contract Type in Header as "Capital - Amendments" and identify Capital Contract Type in General Contract Info as "Capital – Amendments. The dollar value should be \$0.
7. After UOCP Contracts+ Internal Review acceptance, CCU shall route Notice of Exercise of Option Retainer Agreement for appropriate vendor signature(s) and Owner approvals/execution in Contracts+ before last day of fiscal year (June 30<sup>th</sup>).

## **APPENDIX**

### **Examples of Professional Services Retainer Consultants Documents Required for Posting and Award**

1. Notice of Exercise of Option Retainer Agreement
2. Required Procurement Posting Information document
3. "Procurement Policy Board (PPB) Questions for Retainer Contract Renewal" document
4. BEP Goal Waiver Request

John Doe  
XX Architectural Design, Inc.  
300 N Blank Ave Ste 400  
Chicago, Illinois 60601

NOTICE OF EXERCISE OF OPTION  
ARCHITECTURAL RETAINER AGREEMENT (U22R01)  
Urbana-Champaign

As of July 16, 2021, THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS, a body corporate and politic of the State of Illinois, and XX Architectural Design, Inc, 300 N Blank Ave Ste 400, Chicago, Illinois 60601, a Corporation, existing under the laws of the State of Illinois entered into a Professional Services Consultant Retainer Agreement (“Agreement”) for Architectural Retainer. Article E of said Agreement provides that the terms of the Agreement can be extended for an additional two year period, from July 1, 2023, through June 30, 2025, inclusive, under the same terms and conditions, all subject to the availability of funds, upon mutual agreement between THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS XX Architectural Design, Inc.

The original Agreement is amended to include the attached revised hourly rate schedule as allowed per Section D.4 of the Agreement. The revised hourly rate schedule has been reviewed and accepted by the Owner. By executing this Notice of Exercise of Option, Vendor acknowledges and agrees that it is in compliance with the requirements of Article 50 of the Illinois Procurement Code (30 ILCS 500/50) as agreed upon in the original Agreement. These requirements remain in effect for the term of the Agreement and any remaining renewals and are a material requirement and condition of the Agreement. By executing this Notice of Exercise of Option, Vendor certifies compliance, and is under a continuing obligation to remain in compliance and to immediately report any non-compliance.

The documents are available at:

[https://www.uocpres.uillinois.edu/contracts\\_forms/for\\_design\\_professionals](https://www.uocpres.uillinois.edu/contracts_forms/for_design_professionals)

Through this Notice of Exercise of Option and pursuant to the Agreement, the Board of Trustees of the University of Illinois hereby exercises its option to extend the term of the Agent for an additional two years, from July 1, 2023, through June 30, 2025, inclusive.

*Receipt of this Notice of Exercise of Option is acknowledged by the following affixed signature.*

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as and of the day and year first hereinabove set forth.

<p style="text-align: center; opacity: 0.5;">University of Illinois Signature Block</p> <hr/> <p>Comptroller Delegate Signature</p> <hr/> <p>Signature Date</p>	<p><b>XX Architectural Design, Inc</b></p> <hr/> <p>By John Doe</p> <hr/> <p>Printed Principal</p> <hr/> <p>Title 06/26/23</p> <hr/> <p>Date</p>
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**Input Worksheet - Professional Services Consultant Info Tab**

Project Number:

U22R01

Project Name:

Architectural Retainer

**ATTACHMENT B - HOURLY RATE SCHEDULE**

Name	Position Title/ Function/Company	Actual Hourly Rate	Overhead and Burden	Negotiated Fixed Fee <sup>3</sup>	Total Hourly Rate
				10.00%	
<b>XX Architectural Design, Inc.</b>					
John Doe	Project Principal	\$110.58/hr	2.0300	10.0%	\$368.56/hr
Jane X	Contract Manager A	\$82.69/hr	2.0300	10.0%	\$275.61/hr
Tom X	Contract Manager B	\$75.38/hr	2.0300	10.0%	\$251.24/hr
Bill X	Contract Manager C	\$40.48/hr	2.0300	10.0%	\$134.92/hr
Sarah X	Second Manager	\$74.66/hr	2.0300	10.0%	\$248.84/hr
Jill X	Technical/Senior Project Architect	\$69.71/hr	2.0300	10.0%	\$232.34/hr
Matt X	Project Architect - 1	\$53.85/hr	2.0300	10.0%	\$179.48/hr
Fred X	Project Architect - 2	\$46.15/hr	2.0300	10.0%	\$153.82/hr
Skip X	Project Architect - 3	\$47.76/hr	2.0300	10.0%	\$159.18/hr
Lee X	Project Architect - 4	\$41.54/hr	2.0300	10.0%	\$138.45/hr
Beth X	Project Designer - 1	\$96.15/hr	2.0300	10.0%	\$320.47/hr
Lane X	Project Designer - 2	\$64.42/hr	2.0300	10.0%	\$214.71/hr
Dale X	Project Designer - 3	\$53.37/hr	2.0300	10.0%	\$177.88/hr
Sean X	Architect Support - 1	\$25.49/hr	2.0300	10.0%	\$84.96/hr
Pat X	Architect Support - 2	\$27.84/hr	2.0300	10.0%	\$92.79/hr
Flip X	Schedule Coordinator	\$62.98/hr	2.0300	10.0%	\$209.91/hr
Tom C	Contract Admin	\$35.31/hr	2.0300	10.0%	\$117.69/hr
Bill C	Programmer	\$74.28/hr	2.0300	10.0%	\$247.58/hr
Sarah C	Lab Design	\$48.08/hr	2.0300	10.0%	\$160.25/hr
Jill C	Technology Planner	\$86.54/hr	2.0300	10.0%	\$288.44/hr
Matt C	Student Wellness	\$100.96/hr	2.0300	10.0%	\$336.50/hr
Fred C	Student Facility Planner	\$91.35/hr	2.0300	10.0%	\$304.47/hr
Skip C	Completion Strategist	\$99.04/hr	2.0300	10.0%	\$330.10/hr
Lee C	Interior Designer	\$47.26/hr	2.0300	10.0%	\$157.52/hr
Beth C	Lead Mechanical Engineer	\$64.71/hr	2.0300	10.0%	\$215.68/hr
Lane C	Mechanical Engineer	\$58.03/hr	2.0300	10.0%	\$193.41/hr
Dale C	Lead Electrical Engineer	\$66.45/hr	2.0300	10.0%	\$221.48/hr
Sean C	Electrical Engineer	\$48.58/hr	2.0300	10.0%	\$161.92/hr
Pat C	Lead Plumbing Designer	\$61.16/hr	2.0300	10.0%	\$203.85/hr
Flip C	Plumbing Designer	\$53.23/hr	2.0300	10.0%	\$177.42/hr
Tom F	Lead Structural Engineer	\$72.60/hr	2.0300	10.0%	\$241.98/hr
Bill F	Structural Engineer	\$39.61/hr	2.0300	10.0%	\$132.02/hr
Sarah F	Sustainable Design	\$41.68/hr	2.0300	10.0%	\$138.92/hr
<b>ABC Pavement Design, Inc.</b>					
Jill T	Principal	\$75.00/hr	1.3000	10.0%	\$189.75/hr
Frank T	Senior Pavement Designer	\$67.00/hr	1.3000	10.0%	\$169.51/hr
Bev T	Pavement Designer	\$39.50/hr	1.3000	10.0%	\$99.94/hr
Pat T	Pavement Designer	\$31.25/hr	1.3000	10.0%	\$79.06/hr
<b>ABC Interiors Group, Inc.</b>					
Cheryl S	Principal 1	\$56.25/hr	1.3000	10.0%	\$142.31/hr
Frank S	Principal 2	\$56.25/hr	1.3000	10.0%	\$142.31/hr

**RFP#600C23003 PROJECT MANAGEMENT RETAINERS FY24**

**NOTICE OF CONTRACT FOR PROFESSIONAL SERVICES**

Notice is hereby given of a professional services agreement between the Board of Trustees of the University of Illinois and the following recommended firms:

1. **ABC PM Group, Inc.** in Oakbrook Terrace, IL;
2. **BBB Management, Inc.** in Chicago, IL; and
3. **23 Construction, Inc.** in Chicago, IL

Contract start date of retainer agreement for each firm will be from the execution date of this agreement to June 30, 2024. Retainer agreement amount of **\$1M** for each firm listed above.

**Other firms considered:**

- |                               |             |
|-------------------------------|-------------|
| 1. DFE, LLC.                  | Atlanta, GA |
| 2. AAA Management Group, Inc. | Chicago, IL |
| 3. XX Engineering, Inc.       | Chicago, IL |
| 4. WWW PM, Inc.               | Chicago, IL |

**NOTE:**

To be submitted along with this form for posting to the Illinois Higher Education Procurement Bulletin:

- Copy of IPG Form A or Form B from Prime, Professional Services Consultant (PSC)
- If applicable, IPG Form A or Form B from Subconsultant(s) with an assigned contract value greater than \$50K (required for project team, not UOCP review)
- Attachment C from PSA (or dates)
- Required Procurement Posting Information
- BEP Utilization – All Submissions
- If applicable, Conflict of Interest Review & Acceptance
- PSP: Initial Evaluation Composite Form
- PSP: Professional Services Approval Request Form (not required for Retainer QBS)
- PSP: Approval Form to Negotiate with Recommended PSC From Discussion Meeting (Retainer Only)

**(PSSU22R01) Architect – XX Architectural Design, Inc.  
FY24 Renewal Agreement Questions**

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To assist in determining if a hearing is necessary, the PPB has formulated a list of questions that will be put forward to test every renewal or extension that exceeds \$249,999:

- 1.a. Describe in detail the specific steps that the Department/Using Agency/End User (or in the case of a master contract, the issuing agency) has taken to conduct a quantitative assessment of the vendor’s performance over the current contract term?**

*Evaluations for completed projects and/or projects reaching key milestones were completed by project team members and recorded prior to renewal. The responses are favorable for renewal.*

- b. Give a detailed analysis of the results that were concluded from the assessment. If no assessment of the vendor’s performance was conducted, explain why.**

*Evaluations for ongoing retainer projects have been received. Responses rank them a 4.4 on a 5.0 scale. The responses are favorable for renewal.*

*The Percentage (%) of PSC Agreement for each BEP/VBP and non-diverse Prime and Subconsultants will be based on the Qualification Submittal (the State of Illinois CDB 255 - Higher Education or CDB 330 forms) and approval in PSC Selection Process (PSP). The PSC will be evaluated on actual percentages of Consultant and Subconsultant on work orders generated for this Retainer against the percentages noted in this Agreement. Actual BEP/VBE percentages for each work order generated for this agreement will be documented and evaluated by university staff in quarterly retainer usage reports.*

	<b>BEP</b>	<b>VBP</b>
<i>Advertised utilization goals</i>	30%	3%
<i>Award and Contract approved utilization goals for XX Arch.</i>	42%	4%
<i>RWO actual utilization for past renewal time period (executed work orders)</i>	35.45%	5.45%
<i>All RWO actual utilization to date (executed work orders)</i>	25.82%	4.03%

*XX Architectural Design, Inc. has meet the advertised utilization goals for both BEP and VBP vendors, though they have fallen somewhat on the contracted utilization goal for BEP vendors. This will be monitored so that compliance with goals the contracted utilization goal will be met for both the agreed utilization and the actual utilization goals over the life of the contract. Renewal is recommended. Shortfalls and plan for achieving contracted goals in future has been shared and reviewed by Systems Office for Procurement Diversity (OPD).*

- 2.a. Are the service levels originally established still relevant?**

Yes.

- b. How was the relevancy verified (what method was used) and with whom was it verified?**

*Contract has been utilized throughout the contract year and expected use continues through the renewal period of FY24 and FY25, ending June 30, 2025. Overall demand for PSC services is increasing following the pandemic.*

**(PSSU22R01) Architect – HDR Architecture Inc.**  
**FY24 Renewal Agreement Questions**

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**3.a. Were any supplies or services added during the previous term(s) that were not anticipated in the scope of the original solicitation or at award of the original contract? If yes, describe.**

*No.*

**b. What were the dollar amounts and justification for each?**

**c. If supplies or services were added, describe how the needs of the Department/Using Agency/End User have changed since the start of the original contract to necessitate an amendment or change.**

**d. How was the justification for the change(s) or amendment(s) verified (what method was used) and with whom was it verified?**

**4.a. What specific steps were taken to evaluate the current marketplace?**

*The Qualifications Based Selection process requires that the professional services firm be selected based on their qualification and not fees. Once the selection is made, then negotiations for the fee can begin. The fees are based on a University policy 'Scope and Fee Negotiation Policy' and this drives the fee range based on project type. Therefore the University sets the fee by policy rather than the current marketplace. Given the required selection process by law, scope and fee policy and evaluation of firm performance, we feel there is no need to evaluate the current marketplace.*

**b. Discuss the evaluation process and identify the evaluators.**

*See 4.a.*

**5. a. Explain how this renewal is a more fiscally responsible option than competitive selection.**

*The Qualifications Based Selection process requires that the professional services firm be selected based on their qualification and not fees. Once the selection is made, then negotiations for the fee can begin. The fees are based on a University policy 'Scope and Fee Negotiation Policy' and this drives the fee range based on project type. Therefore the University sets the fee by policy rather than the current marketplace. Given the required selection process by law, scope and fee policy and evaluation of firm performance, we feel there is no need to evaluate the current marketplace.*

**b. How specifically was the competitive environment tested to ensure that it hasn't evolved in such a way that competitive selection might be a more fiscally responsible option?**

*See 5.a.*

**6. Describe in detail what methods were utilized in order to get the best possible price?**

*Retainer contracts are on a work-order basis and do not specify a price other than the maximum per year and the overall contract maximum. Each work order fee is based on a University policy 'Scope and Fee Negotiation Policy' and this drives the fee range based on project type and complexity. The ranges are limited and comparable to a similar policy used by the Capital Development Board.*



Vendor requests a BEP waiver, in its entirety, to the aspirational goal identified in this solicitation, but has made a Good Faith Effort towards meeting the goal. Vendor's Utilization Plan is being included as supporting documentation.

Vendor cannot fully meet the established BEP goal for this solicitation, but has made a Good Faith Effort toward meeting the goal and requested a waiver or reduction of the goal to \_\_\_\_\_ % based on the completed Good Faith Effort. Vendor's completed Utilization Plan is being included as supporting documentation.

**Section 2.2: Renewal (Complete only if "Renewal" is selected in Section 2 above - otherwise, skip to Section 3)**

Provide the following information for the initial term for this procurement as well as the information for the renewal for which this BEP Waiver is being requested:

**Initial**

Initial Term Start Date: 9/27/2021 Initial Term End Date: 6/30/2023  
Initial Term Amount: up to \$1,000,000/year BEP Goal % on Original Solicitation: 20%  
BEP Goal % on Initial Award: 42% \$ Amount of BEP Goal on Initial Award: \$420,000/yr (maximum)

**Renewal**

Renewal # 1 of 1 Renewal Term Start Date: 7/1/2023 Renewal Term End Date: 6/30/2025  
Prior BEP Waivers Granted for this Procurement?  Yes  No  
If this waiver is granted, the revised BEP Goal will be: 42% Total Renewal Amount: up to \$1,000,000/yr

Provide a justification for waiver of the BEP goal. Attach additional documentation if necessary.

UIUC has reviewed HDR Architecture's BEP utilization to date and finds that they have an actual BEP utilization rate of 33.08% based on RWOs issued. This is nearly equal to their contracted BEP goal of 42% based on the initial award and exceeds the advertised aspirational goal of 20%. Thus, UIUC finds that HDR Architecture has met the advertised aspirational BEP utilization goal and has made good faith efforts to meeting the contracted goal. UIUC recommends renewal of their retainer PSA and will continue to monitor their BEP utilization so that they meet their BEP Goal % on Initial Award.

Provide a brief description of the goods/services to be provided. Attach additional documentation if necessary.

Architectural services delivered on a retainer basis (indefinite quantity indefinite delivery) as requested by the campus construction unit.

Vendor has not met its BEP goal commitment, in its entirety, but has made a Good Faith Effort towards meeting the goal and has requested a waiver.

Vendor has not fully met its BEP goal commitment, but has made a Good Faith Effort towards meeting the goal and has requested a waiver or reduction of the goal to \_\_\_\_\_ % based on its Good Faith Effort.

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**Section 3: Approval****University**

I attest that I have reviewed the contents of this BEP Waiver Form and know and understand its contents. I further attest that the statements contained in this Form are true and correct.

\_\_\_\_\_  
University President or Director of Purchasing (or  
equivalent position) Signature

\_\_\_\_\_  
University President or Director of Purchasing (or  
equivalent position) Printed Name

\_\_\_\_\_  
Date

**Chief Procurement Officer (\*Applies ONLY when "Renewal" is selected in Section 2 above\*)**

I concur.

I do not concur.

Comments:

\_\_\_\_\_  
Chief Procurement Officer Signature

\_\_\_\_\_  
Chief Procurement Officer Printed Name

\_\_\_\_\_  
Date Field