



PROFESSIONAL SERVICES CONSULTANT INFORMATION

**The following items are contained in this document.
Please contact our office at 217-244-8817 if you have any questions.**

1. **VENDOR REGISTRATION** – www.uocpres.uillinois.edu
 - a. See attached information for instructions for signing up in Contract Document System (CDS) and PRZM. This gives you instructions for training.
 - b. Add new vendor form.
2. **CERTIFICATE OF INSURANCE** – Certificate of Insurance renewal forms are required through the warranty phase. The project title is required on the Certificate of Insurance. The University of Illinois Board Of Trustees should be listed as certificate holder and as additional insured. The renewal is mailed to Planning.
3. **PROFESSIONAL SERVICES BILLING** –
Single contracts: <http://www.uocpres.uillinois.edu/820pdf/single/PSBFORM.xls>
Multiple contracts: <http://www.uocpres.uillinois.edu/820pdf/multiple/PSBFORM.xls>
 - a. Projects - PRZM – Information to set up firm to create professional services agreement.
 - b. Feasibility Studies – Information on requirements and forms to be submitted for payment.
4. **ERRORS & OMISSIONS POLICY** – http://www.obfs.uillinois.edu/manual/central_p/sec17-4.html
Policy and Procedures of the University of Illinois require that a PSC's performance on a project be reviewed and damages assessed when the cumulative value of change orders due to PSC Errors and/or 30% of Omissions is equal to or exceed 1% of the original constructions bids.
5. **HOW TO USE FACILITY STANDARDS** – <http://www.fs.uiuc.edu/uiucapp/newintro2.cfm>
6. **DESIGN GUIDELINES** – <http://www.uocpres.uillinois.edu/docs/UIUC/guidelns/UIUCdg.pdf>
7. **ILLINOIS (Imark) IDENTITY STANDARDS** -
<http://identitystandards.illinois.edu/graphicstandardsmanual/generalguidelines/generalguidelines.html>
7. **DIVISION OF SAFETY AND COMPLIANCE ENVIRONMENTAL COMPLIANCE CHECKLIST**
– Identify potential environmental compliance requirements. See attached information.
8. **CHANGE ORDER PROCEDURE** – <http://www.uocpres.uillinois.edu/docs/UI/manual/CO&Amend.pdf>
Forms: single http://www.uocpres.uillinois.edu/820pdf/single/820-8_CO_Unassigned.pdf
multiple http://www.uocpres.uillinois.edu/820pdf/multiple/820-8AS_Change_Order_M.pdf
9. **EMERGENCY CALL SCHEDULE** – The emergency call schedule is taken to the preconstruction meeting to be filled out by the appropriate persons. The Professional Services Consultants (if applicable) is responsible for getting this information back to the Facilities & Services Project Manager.
10. **GENERAL RELEASE – VISITORS** – form should be filled out *prior* to any kind of tour at a project site. The Professional Services Consultants (if applicable) should have this form available at any time someone would want to tour the project site. The original signed form should be sent to the Facilities &

Services Project Manager to be filed with that project. Visitors who refuse to sign the form should be brought to the attention of the Project Manager.

11. **MINORITY MANPOWER UTILIZATION REPORTS** – Unless informed otherwise, the Professional Services Consultants (if applicable) is responsible for sending a copy of each contractor’s Minority Manpower Utilization Report to the University of Illinois Affirmative Action Office at the time pay requests are processed. The attached form letter should be used as a transmittal with a copy to the Facilities & Services Project Manager.
12. **EMERGENCY WORK AUTHORIZATION** – Unless informed otherwise, this form is initiated and filled in by the Architect/Engineer or the Construction Manager (if applicable) then sent to Facilities & Services for approval. It is intended to keep the construction process moving. The follow-up change order should be prepared and processed in a timely manner. *Initiated in PRZM*
Single contract: http://www.uocpres.uillinois.edu/820pdf/single/820-9_EWAc.pdf
Multiple contracts: http://www.uocpres.uillinois.edu/820pdf/multiple/820-9_EWAc.pdf
13. **CERTIFICATE OF SUBSTANTIAL COMPLETION** – The Certificate of Substantial Completion will be prepared by the Professional Services Consultants and executed at substantial completion.
Single contract: http://www.uocpres.uillinois.edu/820pdf/single/820-14_Certificate_of_Sub_Completion.pdf
Multiple contracts: http://www.uocpres.uillinois.edu/820pdf/multiple/820-14_Certificate_of_Sub_Completion.pdf
14. **PROFESSIONAL SERVICES CONSULTANTS EVALUATION CRITERIA** –
<http://www.uocpres.uillinois.edu/docs/UI/manual/QBS.pdf> Starts page 19.
15. **DIVISION 1** – General Requirements – Section 01770 – contract closeout system commissioning
<http://www.fs.uiuc.edu/htmlfacilitystandards/C-Volume%202%20-%20Detailed%20Information/B.%20Division%201%20-%20General%20Requirements/Section%2001770%20-%20Closeout%20Procedures-Rev1.PDF>
16. **RELATED LINKS** –
University Office of Capital Programs & Real Estate Services <http://www.uocpres.uillinois.edu/>
17. **PROJECT SUBMITTAL REQUIREMENTS**
<http://www.fs.uiuc.edu/pdfs/planning/ProjectSubmittalRequirements.pdf>



Vendor Registration Information

University Office for Facilities Planning and Programs website: www.uocpres.uillinois.edu

Choose: Online Tools
Contract Document Systems (CDS)
Registration
New User

- User Type: Professional Services
- Firm Name: Company Not Listed

Choose: Vendor Registration Form

Complete all bulleted items

- Use all legal names; the contract information is downloaded from this page.

Click: Submit

Please Note:

An individual from the firm must register once the firm registration is completed.

In order to register individuals from your firm, please follow the above steps, but instead of choosing "Company Not Listed," the firm name should be listed in the drop-down box, the consultant should choose their firm name and then proceed to register themselves as an individual.

Register only the people authorized to view the contract.

You may add team members to additional phases as necessary.



Division of Safety and Compliance Environmental Compliance Checklist

Purpose—

The purpose of this checklist is to identify potential environmental compliance requirements early in the project life cycle. It is intended for university project managers, project coordinators, and professional services consultants (PSC) that perform activities on the campus. It is understood that not all projects involve every listed individual, therefore signatures will only be required from the actual participants.

Checklist Questions—

The checklist is organized according to those activities associated with facility construction, demolition and operations. The questions are designed to discover project activities that trigger various environmental requirements. For example, some activities may require a permit before they can commence while other activities may require revisions to existing permits. It is important to complete this checklist early, as some environmental requirements require significant lead-time to resolve.

Instructions & Contacts—

After completing the relevant checklist pages, please provide name, signature, position title, and date at the end of the form. Route the checklist to the next individual specified on the routing process flow chart or return it to Betsy Liggett in the Division of Safety & Compliance. The Division will review your answers and provide any follow-up compliance assistance as necessary.

Please contact Betsy Liggett (bliggett@uiuc.edu, 265-0915) if you have any questions or need additional information to complete the checklist.

Project Name:

Brief Description:

Please circle Yes or No in response to the following questions:

New Facility Construction			
1.	Y	N	Will construction disturb an area ≥ 1 acre?
2.	Y	N	Will an emergency generator set or other aboveground storage tank (AST) be installed?
3.	Y	N	Will a sanitary sewer main, sanitary sewer connection $>1,500$ GPD, or a potable water main be installed or extended?
4.	Y	N	Will a septic system be constructed?
5.	Y	N	Will a discharge to sanitary sewer include effluent from other than toilets and sanitary plumbing?
6.	Y	N	Will a discharge to storm sewer include effluents other than storm water runoff (i.e. fertilizers, detergents, cleaning solvents, petroleum based products, etc.)?
7.	Y	N	Will an underground storage tank (UST) be installed, abandoned or removed?
8.	Y	N	Has an Environmental Site Assessment (ESA) identified contamination or other environmental concern at the project site?
9.	Y	N	Will a fossil fuel burning comfort-heating unit be installed?
10.	Y	N	Will a permanent generator, turbine or internal combustion engine be installed with power output > 150 horsepower?
11.	Y	N	Will an incinerator be installed?
12.	Y	N	<i>Will any liquid waste, or an item containing liquids (including oil), need to be transported off-site for reuse, recycle or disposal?</i>

Please note:

- If answered, "Yes" to question #12 then the disposal of those items MUST be coordinated with the Chemical Safety Section (CSS) of the Division of Research Safety to ensure EPA compliant disposal and reporting. [The appropriate F&S unit is responsible for contacting CSS to coordinate disposal of hazardous or special wastes.](#)
- CSS phone: 333-2436 or email: css@uiuc.edu
- The University is responsible for ensuring proper waste disposal and reporting, even if a contractor is doing the work.

Please circle Yes or No in response to the following questions:

Facility Demolitions/Renovations			
1.	Y	N	Will any refrigeration/air conditioning units be removed/disposed?
	Y	N	Is an F&S Shop performing the work?
2.	Y	N	Will there be any discharge to storm or sanitary sewer drains?
3.	Y	N	Will a fossil fuel burning comfort-heating unit be modified, installed or removed?
4.	Y	N	Will demolition be conducted as open burning fire fighting training exercise?
5.	Y	N	Will any liquid waste, or an item containing liquids (including oil), need to be transported off-site for reuse, recycle or disposal?
6.	Y	N	Will equipment containing polychlorinated biphenyls (PCBs) be removed (i.e. transformers, capacitors, hydraulic and heat transfer systems, etc.)?
	Y	N	Is an F&S Shop performing the work?
7.	Y	N	Will fluorescent or HID lights be removed/disposed?
	Y	N	Is an F&S Shop performing the work?
8.	Y	N	Will light ballasts be removed/disposed?
	Y	N	Is an F&S Shop performing the work?
9.	Y	N	Will batteries be removed/disposed (lead-acid or nickel-cadmium batteries from emergency lights and other battery-powered or battery-backup items)?
	Y	N	Is an F&S Shop performing the work?
10.	Y	N	Will mercury-containing devices (switches, gauges, thermostats) be removed/disposed?
	Y	N	Is an F&S Shop performing the work?
11.	Y	N	Will building materials containing asbestos be removed/disposed?
	Y	N	Is an F&S Shop performing the work?
12.	Y	N	Will any building materials be removed/disposed that are coated with lead-based paint?
	Y	N	Is an F&S Shop performing the work?
13.	Y	N	Will any building materials be removed/disposed that contain lead, silver or chrome?
	Y	N	Is an F&S Shop performing the work?
14.	Y	N	Will plumbing be dismantled in teaching or research laboratories? (Mercury or other hazardous liquids may be contained in the plumbing.)
	Y	N	Is an F&S Shop performing the work?
15.	Y	N	Will an emergency generator set or other aboveground storage tank (AST) be installed or removed?

Please note:

- If answered, "Yes" to questions #5-10 or 12-14, then the disposal of those items MUST be coordinated with the Chemical Safety Section (CSS) of the Division of Research Safety to ensure EPA compliant disposal and reporting. [The appropriate F&S unit is responsible for contacting CSS to coordinate disposal of hazardous or special wastes.](#)
- CSS phone: 333-2436 or email: css@uiuc.edu
- The University is responsible for ensuring proper waste disposal and reporting, even if a contractor is doing the work.

Please circle Yes or No in response to the following questions:

Facility Operation Changes			
1.	Y	N	Will pesticides be stored or pesticide applicators be filled at the project location (either during or after the construction process)?
2.	Y	N	Will any oil-based materials, including lubricants, coolants, and fuels be stored in quantities > 55 gallons?
3.	Y	N	Will waste be burned on-site?
4.	Y	N	Will drinking water be obtained from groundwater wells or surface water body separate from University distribution system?
5.	Y	N	Will printing operations occur within the facility?
6.	Y	N	Will batch, continuous or manual degreasing operations occur within the facility?
7.	Y	N	Will a coating line using volatile organic materials operate within the facility?
8.	Y	N	Will the facility contain an electroplating, anodizing or electropolishing tank?
9.	Y	N	Will a furnace for melting metals operate within the facility?
10.	Y	N	Will the facility contain equipment to melt or apply wax?
11.	Y	N	Will adhesives be prepared within the facility?
12.	Y	N	Will degreasing or solvent cleaning operations occur within the facility?
13.	Y	N	Will facility house extruders for metals, minerals, plastics, rubber or wood?
14.	Y	N	Will facility house die-casting machines for metal or plastics?
15.	Y	N	Will the new facility require bulk storage of hazardous or extremely hazardous substances? "Hazardous substance" means most chemicals and fuel oil. Examples of "extremely hazardous substances" include sulfuric acid, ammonia, chlorine, and lindane. A full list is located in 40 CFR Part 355, Appendix A and B.

For questions pertaining to hazardous wastes, hazardous substances, or special wastes (those in red) please note that:

- CSS needs a minimum of two weeks lead-time to assist with disposal of most items. More time may be required if testing of the material(s) is needed prior to disposal. Exceptions to the lead-time requirement are lamps, ballasts and asbestos.
- **Completing this form does not constitute notification to CSS.**
- After submitting form to Environmental Compliance, you will receive confirmation of review from EC.

Please sign below to verify that the information in this document is accurate and complete to the best of your knowledge.

PSC Signature: _____ **Date:** _____

Print name: _____ Contact number: _____

Project Manager Signature: _____ **Date:** _____

Print name: _____ Contact number: _____

Project Coordinator Signature: _____ **Date:** _____

Print name: _____ Contact number: _____

University of Illinois at Urbana-Champaign
Facilities & Services

Renovation Hazard Assessment Checklist

The following checklist is to be completed when requesting any renovation work on campus property. This will provide Facilities & Services the confirmation that known potential hazards present in the area have been recognized prior to renovation activities.

Unit Contact Information	
Person requesting renovation: _____	Title: _____
Email: _____	Phone: _____ Today's Date: _____
Brief Description of Space and Use:	
Hazard Information and Documentation of Clearance for Renovation	
1. Were radioactive materials used in this area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, contact the Radiation Safety Section (RSS) of DRS rss@uiuc.edu to have the area surveyed and released for renovation.	
2. Are (were) any biohazards used in the space?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, contact the Biological Safety Section (BSS) of DRS bss@uiuc.edu to have the area checked for contaminants.	
3. Are ventilation/fume hood(s) being repaired, renovated, relocated or removed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, contact the Division of Safety & Compliance for an evaluation and to obtain clearance for work on the hood:	
4. Are research chemicals or other chemicals present in the area being renovated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, contact the Chemical Safety Section (CSS) of DRS css@uiuc.edu to have the chemicals removed:	
5. Are mercury-filled manometers , diffusion pumps, barometers, thermometers, present in the area being renovated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, contact the Chemical Safety Section (CSS) of DRS css@uiuc.edu to have the mercury items removed:	
6. Is there any visible mercury contamination in drawers, on floors, etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, contact Facilities and Services Labor group 333-0340 and place a work order for mercury cleanup.	
7. Are asbestos containing materials going to be disturbed, (spray applied fireproofing, pipe insulation, floor tiles etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, contact the division of safety and compliance at 265-6084 for assistance with sample data and abatement design specifications	

8. Is **lead based paint** going to be disturbed during the construction or renovation work? Yes No
If yes, contact the division of safety and compliance at 333-1106 for assistance with sample data and abatement design.

Are **Fluorescent light** fixtures going to be removed? Yes No
If yes, contact the labor electricians at 333-4338 for removal and proper disposal.

9. Will **Fire Alarm systems** or **Fire suppression systems** (sprinklers) be disabled during the construction or renovation work? Yes No
If yes, contact the F & S Planning and Design, Fire Safety Division at 333-9711 for assistance.

10. Will normal routes used for **emergency exit and evacuations** be blocked or restricted? Yes No
If yes, contact the F & S Planning and Design, Fire Safety Division at 333-9711 for assistance.

11. If adjacent areas are occupied by U of I employees, will the construction create **excessive dust?** (i.e. demolition of plaster, drywall or flooring) Yes No
If yes, you will need to consider installation of dust barriers, and possibly negative pressure ventilation.

11. If adjacent areas are occupied by U of I employees, will the construction create **excessive noise?** (I.e. Jack hammering, use of powered saws, etc.) Yes No
If yes, your work schedule may need to be adjusted to reduce the exposure to employees in adjacent areas

12. Will welding cutting brazing or other types of **hot work** be used during the construction or renovation? Yes No
If yes, make sure the area is free from flammable clutter, keep a fire extinguisher ready during hot work and institute a fire watch for at least 30 minutes after the hot work is complete.

13. Will there be **penetrations in the roof**, windows or other breaches of the building envelope? Yes No
If yes, make sure precautions are taken to protect the building from water damage and subsequent mold growth.



**CONSTRUCTION PROJECT DIRECTORY
EMERGENCY CALL SCHEDULE**

PLEASE INCLUDE YOUR E-MAIL ADDRESS

PROJECT: _____ **F & S PROJECT #** _____

LOCATION: _____ **F & S BLDG #** _____

PROJECT DESCRIPTION:

In the event of any utility malfunction or leaks, call a steam distribution zone operator immediately. Call 217/333-0340 and ask the party that answers to send a steam distribution operator. If this call is placed after hours, the call will be transferred to the University Police Department. The following utility locator services are available at the UIUC Campus:

- A. U of I Locator Service 217/333-3463 for University owned utilities**
- B. JULIE Locator Service 1-800-892-0123 for public utilities owned by others**

PLEASE INCLUDE YOUR E-MAIL ADDRESS

NAME	CITY OF RESIDENCE	E-MAIL ADDRESS	PHONE
ARCHITECT'S /ENGINEER'S REPRESENTATIVE			
			Office: Fax: Home: Cell:
			Office: Fax: Home: Cell:
UNIVERSITY STAFF REPRESENTATIVES (Fac. Services/Dept., etc.)			
			Office: Fax: Home: Cell:
			Office: Fax: Home: Cell:

PLEASE INCLUDE YOUR E-MAIL ADDRESS

NAME	CITY OF RESIDENCE	E-MAIL ADDRESS	PHONE
CONTRACTOR'S REPRESENTATIVES			
General Contractor			
			Office: Fax: Home: Cell:
			Office: Fax: Home: Cell:
Electrical Contractor			
			Office: Fax: Home: Cell:
			Office: Fax: Home: Cell:
Sprinkler Contractor			
			Office: Fax: Home: Cell:
			Office: Fax: Home: Cell:

Submitted by: _____

Title: _____ Project Manager

Pm/pa

- c: All Project Representatives (1)
- Environmental Health & Safety (1)
- University Police (1)
- Division of Rehabilitation (1)
- Planning, Construction & Maintenance (1)
- Urbana Fire Department (1)
- Champaign Fire Department (1)

EMERGENCY CALL SCHEDULE

Send copies to the following people:

1. a. Urbana Fire Department
 Campus Substation
 1105 W. Gregory
 Urbana, IL 61801
 MC-080

 b. Champaign Fire Department
 307 S. Randolph Street
 Champaign, IL 61820
2. Maureen Banks
 Safety and Compliance
 1501 S. Oak Street
 Champaign, IL 61820
 MC-821
3. Irene Cook
 Division of Research Safety
 102 EHSB
 101 S. Gregory Drive
 Urbana, IL 61801
 MC-225
4. Alaina Davis
 Facilities & Services
 1501 S. Oak Street
 Champaign, IL 61820
 MC-838
5. University Police Department
 Public Safety Building
 1110 W. Springfield Avenue
 Urbana, IL 61801
 MC-240
6. Rehabilitation Services
 1207 S. Oak Street
 Champaign, IL 61820
 MC-239
7. Planning Construction & Maintenance
 (one copy to Alaina Davis & one in red book in LaTonya Webb's area)

Date

Mrs. LaTonya Webb
University of Illinois at Urbana-Champaign
Affirmative Action
1501 S. Oak Street
Champaign, IL 61820

RE: Project Title

Dear Mrs. Webb:

Enclosed for your use are Minority Manpower Utilization Reports for the following Contractors' pay requests for the PROJECT NAME project:

Contractor

Pay Request #

List all contractors

List # of Pay Request that apply

Name of Architect/Engineer

Enclosures

cc: Project Manager

Professional Services Consultant Evaluation Forms

See attached