

PROFESSIONAL SERVICES BULLETIN 21-1

ADDENDUM 1

ADDENDUM 1 does not change the due date or time.

STATEMENTS OF INTEREST (SOIs) are due by 4:30:00 p.m. (Central Time)

Due Date: April 28, 2021

Successful Firm(s) will be notified.

Overall results will be posted on the Illinois Chief Procurement Officer's eProcurement System at: <https://www.bidbuy.illinois.gov/>

Professional Services Bulletin

No. 21-1 Addendum 1

Date April 8, 2021

ILLINOIS TOLLWAY web site: www.illinoistollway.com



Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

PSB 21-1

PSB 21-1

**ADDENDUM NO 1
TO
PROFESSIONAL SERVICES BULLETIN No 21-1**

April 8, 2020

Addendum No 1 does not change the due date or time. Statements of Interest are due via the e-Builder process: <http://www.e-builder.net> to the Illinois State Toll Highway Authority, by 4:30:00 p.m. Central Time, April 28, 2021.

*** ATTENTION***

Please note that the email address

PSB_21-1.01_Questions_and_RFIs@docs.e-builder.net

in Section 1.2.1 of PSB 21-1 will only work if it is typed into an email. It will not work if you copy/paste or click on the hyperlink. Please type the email address directly and do not use the copy/paste function or the hyperlink.

Addendum 1 makes the following revisions to Professional Services Bulletin (PSB) No. 21-1:

Revision 1: Replace page 3 with page 3R

- To Correct web address for the eBuilder process
- To add note “(Manually Type. Do not click hyperlink or copy/paste)”

Revision 2: Replace page A-1 - A-2 with A-1R - A-2R

- To add “The Tollway will allow a prime consultant to meet the prequalification for Special Plans (Traffic Signals), Special Plans (Lighting), and Special Services (Surveying) through a subconsultant.”

Revision 3: Replace page A-26 - A-27 with A-26R - A-27R

- To add “The Tollway will allow a prime consultant to meet the prequalification for Special Services (Electrical Engineering) through a subconsultant.”

Revision 4: Replace page 78 with page 78R

- To remove bullet point “Firms’ record on meeting Diversity goal (DBE/VOSB) commitments on previous Illinois Tollway contracts”

Revision 5: Replace page 80 with page 80R

- To remove the extra VOSB in Item G

Revision 6: Replace page 81 with page 81R

- To add note “(Manually Type. Do not click hyperlink or copy/paste)”
- To change “at least 10 days” to “at least 14 days”

PART I: THE SCHEDULE

1.1 CONTACT INFORMATION

Illinois State Toll Highway Authority (ISTHA)
2700 Ogden Avenue
Downers Grove, IL 60515

PSB 21-1 Coordinator - csstaff@getipass.com

PSB 21-1 Hotline: (630) 241-6160

PSB 21-1 Tech Support: ebuilder@getipass.com

PSB 21-1 eBuilder Training:

<http://www.onlineregistrationcenter.com/registerlist.asp?m=176&p=134&group=57&tid=222>

1.2 21-1 OFFICIAL NOTICE

This Professional Services Bulletin 21-1 (PSB **21-1**) is the official notice of needed professional services for the Illinois State Toll Highway Authority (“Illinois Tollway”, “Tollway”), as authorized by the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act, (30 ILCS 535/1, *et seq.*). This PSB contains information pertaining to the advertisement for Statements of Interest (SOI) and is part of the Chief Procurement Officer eProcurement System for the Illinois State Toll Highway Authority. PSB **21-1**, including all Exhibits and forms, is available on the Illinois Tollway’s website at: <https://www.illinoistollway.com/doing-business/construction-engineering/bids-bulletins-awards>. Additional information is also posted on the Illinois Chief Procurement Officer’s eProcurement System at: <https://www.bidbuy.illinois.gov/>. For instructions on accessing the Illinois Tollway website, PSB, and Exhibits please refer to the Table of Contents. Instructions on receiving procurement opportunities are included in the “Illinois eProcurement BidBuy Notice” section of this PSB.

1.2.1 PSB 21-1 SUMMARY

Information for the e-Builder process for PSB **21-1** can be found in the Public Folder at:

<https://app.e-builder.net/public/publicLanding.aspx?QS=8b550cb238ba4d768a53aa87d3c9cdcd>

You will need the following before you can submit an SOI in e-Builder:

- e-Builder resources, including PSB SOI user manual, FAQ file, and videos (see Public Folder link above)
- Webinar Training (see Section 4.7 Useful Links for training webinar registration link)
- Security Key (see Section 4.4 Submittal Instructions)
- e-Builder Login ID (see Section 4.4 Submittal Instructions)
- Firm Code Name (see Section 4.4 Submittal Instructions)
- e-Builder link to PSB 21-1 SOI process: <http://www.e-builder.net>

All questions related to this PSB must be submitted electronically through the e-Builder SOI Mailbox at PSB_21-1.01_Questions_and_RFIs@docs.e-builder.net (Manually type. Do not click hyperlink or copy/paste) no later than **April 14, 2021 at 4:30:00 pm (CT)** prior to the submittal due date of **April 28, 2021 @ 4:30:00 pm (CT)**. The subject line should read: PSB 21-1 Question. Answers will be addressed via an Addendum published on the Illinois eProcurement site, BidBuy. For e-Builder technical questions, please contact the e-Builder PSB SOI Helpdesk: ebuilder@getipass.com or e-Builder PSB SOI Hotline: (630) 241-6160.

1.5 PSB ITEM DETAILS

1.5.1 Item 01: I-21-4733, Elgin O’Hare Western Access, I-490 – York Road. Phase II Engineering Services.

This project has a 29% Disabled/Minority/Women Business Enterprise (D/M/WBE) participation goal and 3% Veteran Owned Small/Service Disabled/Veteran Owned Small Business (VOSB) participation goal.

Phase II engineering services are required for the preparation of contract plans contract specifications, and project related permits for the proposed improvements including, but not limited to, reconstruction of York Rd. between Illinois Route 19 and Devon Avenue. The Tollway is finalizing design and construction limits; therefore, the Tollway may modify project limits and scope at the time of negotiations.

The work generally encompasses roadway design and shall include but not be limited to the following:

1. Roadway reconstruction.
2. New drainage structures and modification of existing drainage system.
3. Provide erosion control for all construction zones.
4. Provide design of appropriate landscape and soil erosion/sedimentation control measures as necessary in accordance with the Tollway’s Environmental Studies Manual.
5. Provide pavement markings, delineators and signage for the contract limits.
6. Provide barrier warrant analysis for all necessary locations and installation of guardrail, anchors and terminals to conform to the current American Association of State Highway and Transportation Officials (AASHTO) Guidelines and Illinois Tollway criteria.
7. Update roadway lighting as required.
8. Provide maintenance of traffic plans including those for impacts to local facilities.
9. Protection and / or relocation of utilities
10. All other appurtenant and miscellaneous items.

Construction estimate (See Section 2.3.3): Category B.

Firms must be prequalified by IDOT in the following categories:

Highways (Roads and Streets)
Special Plans (Traffic Signals)
Special Plans (Lighting)
Special Services (Surveying)

The Tollway will allow a prime consultant to meet the prequalification for Special Plans (Traffic Signals), Special Plans (Lighting), and Special Services (Surveying) through a subconsultant.

In addition, the Consultant should demonstrate experience related to design of local roadway improvements, stormwater permitting, and Illinois Department of Natural Resources permitting.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of the Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).

- The person who will be responsible for roadway design related-issues (must be an Illinois Licensed Professional Engineer).
- The person(s) who will perform the Quality Control/Quality Assurance (QC/QA) review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements.

Schedule: Design for this project is scheduled to start in late Fall 2021. Construction of this project is scheduled for 2024-2025.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format, including a 3-D Model, and follow the CADD Standards Manual. This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system. The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed. The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing with the Illinois Tollway.

1.5.13 Item 13: I-21-4572 Systemwide, Construction Management Services Upon Request. On-call and as-needed Construction Management Services.

This project has a 39% D/M/WBE participation goal and 3% VOSB participation goal.

Phase III engineering services are required for the construction inspection, and supervision at selected locations on the Tollway system. Work orders under the blanket agreement will be negotiated and authorized by the Tollway on an as-needed basis. Typical tasks will include projects that are required for the Tollway system, and may include, but not be limited to:

Work tentatively scheduled for construction in 2021-2025:

1. Plaza modifications
2. Toll plaza construction
3. Truck parking
4. On call and as-needed work related to the Tollway System.

The upper limit of compensation will be set at \$3,000,000 to be authorized for use as individual projects are needed.

The Consultant will perform on-site inspection and check construction layout to verify the location and the elevation of contract work including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete these projects on a timely basis and in accordance with Tollway specifications. The Consultant may be required to review and make comments on Pre-Final Design Plans submitted to the Tollway for constructability. The Consultant must complete and submit final measurements, calculations, and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project.

Firms must be prequalified by IDOT in the following categories:

- Special Services (Construction Inspection)**
- Special Services (Electrical Engineering)**

The Tollway will allow a Prime Consultant to meet the prequalification for Special Services (Electrical Engineering) through a subconsultant.

Key personnel listed on **Exhibit A** for this project must include:

- The Project Manager, who is responsible for all aspects of the work documents, must be an Illinois Licensed Professional Engineer.
- The person who will be responsible for electrical design related issues must be an Illinois Licensed Professional Engineer.
- The Resident Engineer
- The Materials Coordinator. (For contracts which include soils, aggregates, asphalt and/or concrete placement. The Material Coordinator shall be pre-qualified to manage the Contractor's Material QC reporting output and to manage the Construction Manager's approved Materials QA Program. The Material Coordinator shall have passed IDOT's Level III Hot Mix Asphalt, Level III Portland Cement Concrete training courses for QC/QA management, Soils Field Testing and Inspection (S-33) and IDOT Documentation of Contract Quantities (S-14). The Material Coordinator shall possess the qualifications required in the applicable Professional Services Bulletin and shall attend the Illinois Tollway training course annually.)

- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.)
- The Materials QA Technician.

Schedule: This project is scheduled to start in 2021.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format, including a 3-D Model, and follow the CADD Standards Manual. This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system. The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed. The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing with the Illinois Tollway.

PART IV: REPRESENTATIONS AND INSTRUCTIONS

4.1 SELECTION CRITERIA

Members of the Vendor Selection Committee will not be available to discuss specifics of projects listed in this PSB between the date of the submittal and the Selection Committee meeting. Please do not send letters or e-mails expressing interest in specific projects to members of the Vendor Selection Committee.

Selection of professional Vendors by the Illinois Tollway is based on the firm's professional qualifications, related experience, expertise, and availability of key personnel to be assigned to the project, satisfaction of diversity goals and contract compliance and what is best for the Illinois Tollway. SOIs will be evaluated based on the following criteria:

- Specialized experience when required, technical competence of the personnel, and experience of the firms and/or Subconsultants proposed.
- Performance history and expertise of the firm and any proposed Subconsultants with the work described in the Item.
Particular attention will be given to appropriate cost saving measures and innovative ideas that will benefit the Illinois Tollway.
- Ability to complete the work in the time required and the firm's existing workload.
- Commitment and availability of Key Personnel during the term of the contract.
- Proposed method of accomplishing the project's objectives.
- Demonstrate understanding of an inclusive and substantive DBE/VOSB utilization plan.

- Contract Compliance will evaluate submitted forms and documents, including but not limited to the SOI, LOI, DBE/VOSB certification(s) and Exhibit G, for completeness, accuracy and verification that all requirements of the PSB have been met.

Consideration will also be given to the quality and scope of utilization plan which demonstrates an understanding of an inclusive and substantive DBE and VOSB U-Plan (Reference Section 2.5 and 2.7 for definition of "DBE" and "VOSB"), VOSB and Partnering for Growth (formerly Mentor Protégé proposals).

Consideration will also be given to the completeness and content of the compliance documentation submitted (SOI, LOI and Exhibit G), whether the submitted documents show that at least the advertised diversity goal(s) has/have been met, and if the certification letters submitted are current and the area(s) of specialty as certified match with the scopes of work of the respective DBE/VOSB participants.

- C. Name of Project Manager.
- D. Name of Project Engineer.
- E. Project Understanding.
- F. Project Approach (include brief statement of firm's unique qualifications and experience, approach to the project's specific challenges such as maintenance of traffic, environmental constraints, budget constraints, schedule constraints, design challenges, etc.).
- G. Statement that firm will meet or exceed the DBE goal and VOSB goal as applicable for the item. Include the proposed percentage of work to be completed by proposed DBE and VOSB firms (Percentages shall match those submitted with the SOITEAM data). For each proposed DBE firm, include a current certification letter that shows that the DBE firm is certified in its scope(s) of work stated in the SOI and its LOI.

Section 2. Organization Chart

Include names and titles for all Key Project Personnel

Section 3. Relevant Project Experience

Include a minimum of three (3) relevant projects of equal or greater complexity accomplished within the past five (5) years, demonstrating the firm's experience in the type of work required for this project. Color graphics and photographs may be sent with the files.

Include performance ratings for past work done for the Illinois Tollway, IDOT, or any other government agencies or public bodies, if applicable.

NOTICE

Pursuant to Illinois Department of Transportation (IDOT) Prequalification rules and procedures, the Illinois Tollway will accept your firm's prequalification the same as IDOT, in that your firm is prequalified until (Fiscal Year + 1 year). As per IDOT, your firm 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 IDOT to remain prequalified.

The firm remains prequalified during this six (6) month grace period. Once the data is submitted to IDOT, either before or on the due date, the firm remains prequalified in the current categories until IDOT reviews a category and makes a determination. If there is not a submittal by the due date, the firm is automatically listed as not approved.

IDOT provides a listing of prequalified consulting firms on the website:

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

This list is typically updated weekly, and is based on the most recently approved SEFC application. Firms are encouraged to monitor their prequalification status in IDOT's EPAS system. This notice also applies when utilizing a Subconsultant to meet prequalification requirements on a project.

4.4 SUBMITTAL INSTRUCTIONS

All submittals for this PSB will be received through the Illinois Tollway's e-Builder PSB SOI process at: www.e-builder.net . Contact ebuilder@getipass.com for training and login information.

Firms that are teaming and preparing an SOI must use the code name assigned for the team. When a firm is submitting on behalf of a team, a unique e-Builder account and login ID are required. The team SOI

submittal must be created and submitted by the Prime firm. (Important Reminder: if a Prime is submitting for themselves, that account and login ID will be different from the account and login ID that they will use to submit for a team).

The preparation of the SOI for submittal in e-Builder must be done in one e-Builder account, i.e., one account login ID. Each account/login has access only to the e-Builder PSB SOI process instance that is being created in that account. Each e-Builder PSB SOI process instance can only be seen from the login that created it.

One SOI is required for each PSB item. The subject line will be created in the eBuilder PSB SOI process when you select the item number your firm will be submitting for from the pull-down menu. Complete e-Builder instructions for the PSB SOI process can be found in the upper right-hand corner of the SOI instance.

All questions related to this PSB must be submitted electronically through the e-Builder SOI Mailbox at [PSB 21-1.01 Questions and RFIs@docs.e-builder.net](mailto:PSB_21-1.01_Questions_and_RFIs@docs.e-builder.net) (**Manually type. Do not click hyperlink or copy/paste**) at least 14 days (**April 14, 2021 at 4:30:00 pm (CT)**) prior to the **submittal date, of April 28, 2021@ 4:30:00 pm (CT)**. The subject line should read: PSB 21-1 Question. Answers will be addressed via an Addendum published via BidBuy. For e-Builder technical questions, please contact the e-Builder PSB SOI Helpdesk: ebuilder@getipass.com. Please call if you need assistance: (630) 241-6800, ext. 6160 and leave a voicemail. You will receive a response within 1 business day.

This is not an invitation for bids. Firms properly prequalified for the projects listed herein may indicate their desire to be considered for selection by submitting an SOI to the Illinois Tollway via the e-Builder PSB 21-1 SOI process located at the following: <http://www.e-builder.net>

The Illinois Tollway follows the Qualifications Based Selection (QBS) process mandated by Illinois statute (30 ILCS 535): Architectural, Engineering, and Land Surveying Qualifications Based Selection Act for selecting qualified Vendors under this PSB.

SOI e-Builder submittals must be received by **April 28, 2021, 4:30:00 P.M.** Central Time (CT). Any submittals received after that time will be considered late and the user will receive an e-Builder notification stating that the PSB SOI date and time has expired. Late submittals will not be accepted by the Illinois Tollway. NOTE: You must set the Time Zone field on your e-Builder account profile page to “(UTC-06:00) Central Time (US & Canada)” so that you can submit your SOIs up until the submittal deadline.

Please carefully read the instructions below BEFORE submitting your SOIs.

4.4.1 GENERAL INSTRUCTIONS

It is CRITICAL that submittal instructions be followed. All Forms must be submitted per the instructions provided. Failure to do so may result in an incomplete submittal resulting in your firm being disqualified. For further information on accessing the Illinois Tollway Website, PSB and Exhibits, please refer to the Table of Contents.

4.4.2 NAMING AND LABELING INSTRUCTIONS

- The Illinois Tollway requires electronic submittals for the Professional Services Bulletin’s SOIs via the established e-Builder PSB process. All respondents must utilize a unique 2 to 6 character SOI Firm Name Code assigned by the Illinois Tollway.
- To determine the designated SOI Firm Name Code go to the Illinois Tollway’s website under Doing Business>Construction and Engineering - see Vendor Resources and click on the link to the Professional Services Bulletin page. The current SOI Firm Name Code List will be posted under the “Required Forms” section. If your firm is not included on the list, or your firm name has changed, please contact PSB Coordinator. csstaff@getipass.com, for an assigned SOI Firm Name Code.
- When submitting “Team” files please, use the **new** SOI Firm Name Code assigned by the Illinois Tollway to the Team. The SOI Firm Code Name is exclusive to the electronic submittal – meaning it does not establish the name of the Team. Please contact PSB Coordinator, csstaff@getipass.com, for an assigned SOI Firm Name Code.