

PROFESSIONAL SERVICES BULLETIN 21-2

ADDENDUM 1

ADDENDUM 1 does not change the due date or time.

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

Due Date: May 21, 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/>.**

No. 21-2 Addendum 1

May 7, 2020

ISTHA web site: www.illinoistollway.com



Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

**ADDENDUM NO 1
TO
PROFESSIONAL SERVICES BULLETIN No 21-2**

May 7, 2021

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, May 21, 2021.

Addendum 1 makes the following revisions to Professional Services Bulletin (PSB) No. 21-2:

Revision 1: Replace page 3 with page 3R

- To correct web address for the eBuilder process
- To remove “Security Key (See Section 4.4 Submittal Instructions)”

Revision 2: Replace pages 78-79 with pages 78R-79R

- To remove Project Manager and Project Engineer and replace with Contract Principal and Project Manager.

QUESTIONS: The Tollway has received the following questions to PSB 21-2 via the e-Builder SOI Mailbox. The Tollway offers the following responses:

Question 1: Given the scope of the PSB 21-2 Consulting Engineer Services contract, we request that the Tollway expand the Executive Summary page allocation from 5 pages to 10 pages as was previous allowed in the prior PSBs for this contract.

Answer: The Executive Summary page allocation will remain at five pages.

Question 2: PSB 21-2 asks for the Prequalification of Environmental Reports which often requires Exhibit B as a companion exhibit. However, the Table of Contents indicates an Exhibit B is not required. Could you please confirm that an Exhibit B is not required for this submittal?

Answer: An Exhibit B is not required for this submittal.

Question 3: PSB 21-2 requires a Project Engineer in the Executive Summary. However, this position is not listed as Key Personnel or in Exhibit A. Please confirm that the Design Project Manager and Construction Project Manager positions would be considered Project Engineers?

Answer: Please see attached revised sheets.

Question 4: PSB 21-2 does not provide information regarding format, margins and font size for the Executive Summary, resumes and project descriptions. Would it be permissible to submit these documents in a landscape format?

Answer: Yes

Question 5: When using a teaming agreement would team members, who are not the prime vendor or team lead, would they be precluded from pursuing future work?

Answer: According to section 2.8, only the Team Lead shall be considered the Prime Vendor upon selection, and according to Section 2.1, only the Prime Consultant is restricted from performing other new services for the Illinois Tollway.

Question 6: If we are in process of getting our Illinois Procurement Gateway account renewed, can we submit our # and note expiration date 'pending' so we can use Form B?

Answer: Each firm shall submit Form A or Form B based on their firms' current status. See section 4.5, DISCLOSURES AND CERTIFICATIONS, PSB 21-2, page 85.

Question 7: If we have to submit Form A, do we need to have each of our DBE/VOSB subs also complete Form A for our submittal or just us as the Prime?

Answer: Each firm shall submit Form A or Form B based on their firms' current status. See section 4.5, DISCLOSURES AND CERTIFICATIONS, PSB 21-2, page 85.

Question 8: If our subs need to submit Form A documentation and are already registered in the IPG, can they simply complete Form B for our submittal?

Answer: Each firm shall submit Form A or Form B based on their firms' current status. See section 4.5, DISCLOSURES AND CERTIFICATIONS, PSB 21-2, page 85

Question 9: Regarding Exhibit E- DBE ISTHA Partnering for Growth fillable form, there are some issues with populating the form including: On the first page, when the Firm Address is entered for the Mentor it automatically enters the same address for the Protégé field. When information is deleted or modified in the protege field it then modifies the mentor field. Under Section II.A.1, the percentage fields are not fillable. Under Section III, when "NO" is clicked for item A, then go to item B and click "NO", it unclicks the "NO" field in item A. The same happens when information is entered for item C.

Answer: The exhibit has been corrected.

Question 10: Can you please provide additional details about the expectations and qualifications of the H. Materials/Soils Management Engineer key position (section 1.4.1.5.3; page A-5), including preferred requirements, responsibilities, and professional experience?

Answer: The Materials/Soils Management Engineer must be an Illinois Licensed Professional Engineer.

Question 11: Would it be possible to submit hard copies of our PSB response, in addition to the electronic submittal on e-Builder, for the selection committee reviewers? If so, how many copies and where would you like them delivered?

Answer: See section 4.4. 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..

Question 12: Please confirm the naming convention for Exhibit C. In the section 4.4.4 section, page 83 the description says “use your 2-6 character SOI Firm Name Code, followed by _WL” and the sample does not show the underscore before the ‘WL.’

Answer: The underscore is allowed but not necessary.

Question 13: Please confirm whether the firm code name should be included in the file name for the DBE and VOSB Evidence document. In the section 4.4.4 section, page 84 the table indicates to name this file “DBE_VOSB_Certs.pdf” while all other files begin with the firm code name.

Answer: It is preferred to include the firm name but it is not necessary.

Question 14: Is the prime firm required to submit the SOITEAM document or is that required for JV teaming only?

Answer: The SOITEAM document is only required for teams.

Question 15: Can org chart be on 11x17 paper?

Answer: All submittals shall be electronic according to Section 4.4.

Question 16: Is there a date scheduled for oral presentations?

Answer: There is not a specific date scheduled at this time.

Question 17: Is there a list of tasks that the Tollway is anticipating awarding to the GEC?

Answer: The anticipated scope of consultant services can be found in Section 1.4.1.5.4, Pages A-7 to A-29.

Question 18: On Page 79 of the RFP under Executive Summary description, the name of the project Engineer is required, please provide descriptive responsibilities of the project engineer along with the relevant certifications and qualifications required.

Answer: Reference to the Project Engineer has been removed. Please see attached revised sheets.

PART I: THE SCHEDULE

1.1 CONTACT INFORMATION

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

PSB 21-2 Coordinator - csstaff@getipass.com

PSB 21-2 Hotline: (630) 241-6160

PSB 21-2 Tech Support: ebuilder@getipass.com

PSB 21-2 eBuilder Training:

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

1.2 21-2 OFFICIAL NOTICE

This Professional Services Bulletin 21-2 (PSB 21-2) 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 21-2, 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 21-2 SUMMARY

Information for the e-Builder process for PSB 21-2 can be found in the Public Folder at: <https://app.e-builder.net/public/PublicFolderView.aspx?FolderID=%7bdc0355ee-4323-458e-91b5-547c6655b5f5%7d>

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)
- e-Builder Login ID (see Section 4.4 Submittal Instructions)
- Firm Code Name (see Section 4.4 Submittal Instructions)
- e-Builder link to PSB 21-2 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 21-2.01 Questions and RFIs@docs.e-builder.net](mailto:PSB_21-2.01_Questions_and_RFIs@docs.e-builder.net) no later than **April 30, 2021 at 4:30:00 pm (CT)** prior to the submittal due date of **May 21, 2021 @ 4:30:00 pm (CT)**. The subject line should read: PSB 21-2 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.

4.2 SCHEDULE FOR VENDOR SELECTION

The Illinois Tollway anticipates selecting Vendors based on this estimated schedule:

TASK	DATE DUE
Publish	April 9, 2021
Last Day for Questions no later than 4:30:00 pm Central Time	April 30, 2021
Complete SOIs are due no later than 4:30:00 pm Central Time on this date, including all required Attachments/Exhibits as specified in this PSB.	May 21, 2021
Selection Committee Meeting:	June/July, 2021
Board Approval – A copy of the subcontract agreement, if required, within fifteen (15) days after execution (generally the Notice to Proceed date) of the contract if selected, or after execution of the subcontract, whichever is later, must be submitted to the State Purchasing Officer (SPO) through the Executive Manager of Engineering at: 2700 Ogden Ave., Downers Grove, IL 60515	August, 2021
Notice to Proceed	October, 2021

4.3 GUIDELINES FOR SUBMITTING STATEMENTS OF INTEREST (SOI)

The firm acting as the prime must be prequalified in all of the prequalification categories requested in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement. Any Vendor, prime or sub must be prequalified by IDOT in the category of work they are performing or as stated in the item description, unless the Subconsultant is being mentored in the Partnering for Growth Program. **SEE NOTICE BELOW.**

4.3.1 REQUIRED FORMAT FOR SUBMITTING STATEMENTS OF INTEREST

4.3.2.1 ALL EXHIBITS SUBMITTED FOR THIS PSB MUST BE CURRENT. EXHIBITS FROM PREVIOUS PSBS WILL NOT BE ACCEPTED.

4.3.2.2 PREQUALIFIED FIRMS MAY INDICATE THEIR DESIRE TO BE CONSIDERED FOR SELECTION ON ANY OF THE PROJECTS LISTED WITHIN THIS PSB BY SUBMITTING A SEPARATE SOI FOR EACH PROJECT.

4.3.2.3 EACH SOI MUST BE SUBMITTED USING THE FOLLOWING BASIC FORMAT:

COVER SHEET

Include Full Legal Firm Name, PSB Number, Item Number, and **all** known Subconsultants (Full Legal Firm Names).

Section 1. Executive Summary (limit of 5 pages)

- A. Legal Name of firm, address, telephone number, e-mail address and contact person.
- B. List all known Subconsultants, the work the firm(s) will be performing and a contact person for each. Identify any DBEs (Reference Section 2.5 for definitions) and VOSBs. Include Mentor and Protégé data if applicable.
- C. Name of Contract Principal.

- D. Name of Project Manager.
- 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 VOSBVOSB 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