

# PROFESSIONAL SERVICES BULLETIN 21-3

## ADDENDUM No. 4

**Addendum No. 4 changes the due date and time.**

**STATEMENTS OF INTEREST (SOIs) are due by 3:00:00 p.m. (Central Time)**

**Due Date: September 20, 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

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No. 21-3 Addendum No. 4

September 15, 2021

ILLINOIS TOLLWAY web site: [www.illinoistollway.com](http://www.illinoistollway.com)



Illinois Tollway  
2700 Ogden Avenue, Downers Grove, IL 60515

**ADDENDUM NO 4  
TO  
PROFESSIONAL SERVICES BULLETIN No 21-3**

**September 15, 2021**

Addendum No. 4 changes the due date and time. Statements of Interest are due via the e-Builder process: <http://www.e-builder.net> to the Illinois State Toll Highway Authority, by 3:00:00 p.m. Central Time, September 20, 2021.

**Addendum No. 4 makes the following revisions to Professional Services Bulletin (PSB) No. 21-3:**

**Revision 1:** Replace page 3R with 3RR.

- To revise Section **1.2.1 PSB 21-3 SUMMARY** to extend the due date for submitting Statements of Interest.

**Revision 2:** Replace page 15R with 15RR.

- To revise Section **3.2 SCHEDULE FOR VENDOR SELECTION** to extend the due date for submitting Statements of Interest.

**Revision 3:** Replace page 17R with 17RR.

- To revise Section **3.4 SUBMITTAL INSTRUCTIONS** to extend the due date for submitting Statements of Interest.

# PART I: THE SCHEDULE

## 1.1 CONTACT INFORMATION

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

PSB 21-3 Coordinator - [csstaff@getipass.com](mailto:csstaff@getipass.com)

PSB 21-3 Tech Support: [ebuilder@getipass.com](mailto:ebuilder@getipass.com)

PSB 21-3 eBuilder Training:

[e-builder@getipass.com](mailto:e-builder@getipass.com)

## 1.2 21-3 OFFICIAL NOTICE

This Professional Services Bulletin 21-3 (PSB **21-3**) 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 **21-3**, 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 21-3 SUMMARY

Information for the e-Builder process for PSB **21-3** 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 3.7 Useful Links for training webinar registration link)
- e-Builder Login ID (see Section 3.4 Submittal Instructions)
- Firm Code Name (see Section 3.4 Submittal Instructions)
- e-Builder link to PSB 21-3 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 21-3.01 Questions and RFIs@docs.e-builder.net](mailto:PSB_21-3.01_Questions_and_RFIs@docs.e-builder.net) no later than **September 8, 2021 at 4:30:00 pm (CT)** prior to the submittal due date of **September 20, 2021 @ 3:00:00 pm (CT)**. The subject line should read: PSB 21-3 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](mailto:ebuilder@getipass.com)

This is not an invitation for bids. Consultants 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 **21-3** SOI process located at the following: <http://www.e-builder.net>

### 3.2 SCHEDULE FOR VENDOR SELECTION

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

TASK	DATE DUE
Publish	August 27, 2021
Last Day for Questions no later than 4:30:00 pm Central Time	September 8, 2021
Complete SOIs are due no later than 3:00:00 pm Central Time on this date, including all required Attachments/Exhibits as specified in this PSB.	September 20, 2021
<b>Selection Committee Meeting:</b>	November 2021
Estimated Board Approval	January 2022
Estimated Notice to Proceed	March 2022

### 3.3 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.**

#### 3.3.1 REQUIRED FORMAT FOR SUBMITTING STATEMENTS OF INTEREST

**3.3.2.1 THE FOLLOWING EXHIBITS AND DATA SHALL BE SUBMITTED IN ACCORDANCE WITH THE PSB SUBMITTAL INSTRUCTIONS AND SHALL BE DOWNLOADED FROM THE ILLINOIS TOLLWAY WEBSITE. ALL EXHIBITS SUBMITTED FOR THIS PSB MUST BE CURRENT. EXHIBITS FROM PREVIOUS PSBs WILL NOT BE ACCEPTED.**

- Exhibit A: Proposed Staff
  - Required - Submit as a separate pdf document.
  - Must include resumes
- Exhibit C: Instructions for Completing Exhibit C and Current Obligations form
  - Required - Submit as a separate pdf document.
- Exhibit D: Availability of Key Project Personnel
  - Required - Submit as a separate pdf document.
- Exhibit E- DBE: Partnering for Growth Program
  - If proposing a mentor-protégé arrangement with a DBE firm, this Exhibit is required.
  - Submit as a separate pdf document.
- Exhibit E- VOSB: Partnering for Growth Program
  - If proposing a mentor-protégé arrangement with a VOSB, this Exhibit is required.
  - Submit as a separate pdf document.
- Exhibit F: DBE and Veteran Small Business Participation and Utilization Plan
  - If the item includes a Veteran Goal, this Exhibit is required.
  - Submit as a separate pdf documents (1 for DBE and 1 for VOSB)
- Exhibit G: Contract Participation
  - Submit as a separate pdf document

## **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.

### **3.4 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](http://www.e-builder.net). Contact [ebuilder@getipass.com](mailto: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 21-3.01 Questions and RFIs@docs.e-builder.net](mailto:PSB_21-3.01_Questions_and_RFIs@docs.e-builder.net) at least 10 days (**September 8, 2021 at 4:30:00 pm** (CT) prior to the **submittal date, of September 20, 2021@ 3:00:00 pm (CT)**). The subject line should read: PSB 21-3 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](mailto: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 XX-X 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.