

PROFESSIONAL SERVICES BULLETIN 18-3

ADDENDUM 1

ADDENDUM 1 does not change the due date or time.

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

Due Date: August 22, 2018

Successful Offerors will be notified.

**Overall results will be posted on the Illinois
Procurement Bulletin.**

No. 18-3 Addendum 1

Date August 9, 2018

ISTHA web site: www.illinoistollway.com



Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

**ADDENDUM NO 1
TO
PROFESSIONAL SERVICES BULLETIN No 18-3**

August 9, 2018

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, August 22, 2018.

NOTES:

Addendum 1 makes the following revisions to Professional Services Bulletin (PSB) No 18-3:

Revision 1: Replace Page 2 with Page 2R:

- To correct the e-Builder PSB SOI Helpdesk email address: it should be ebuilder@getipass.com
- To correct the e-builder Public Folder Link: it should be <https://app.e-builder.net/public/publicLanding.aspx?QS=8b550cb238ba4d768a53aa87d3c9cdcd>

Revision 2: Replace Page 3 with Page 3R:

- To correct the language regarding late PSB SOI submittals.

Revision 3: Replace Page 62 with Page 62R:

- To correct the e-builder Public Folder Link: it should be <https://app.e-builder.net/public/publicLanding.aspx?QS=8b550cb238ba4d768a53aa87d3c9cdcd>

Revision 4: Replace Page 63 with Page 63R:

- To correct the e-Builder PSB SOI Helpdesk email address: it should be ebuilder@getipass.com
- 4.4 Submittal Instructions: To correct the language regarding late PSB SOI submittals.

END OF NOTES

PART I: THE SCHEDULE

1.1 CONTACT INFORMATION

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

PSB 18-3 Hotline : (630) 241-6160

PSB 18-3 eBuilder Training:

<http://www.onlineregistrationcenter.com/registerlist.asp?m=176&p=134&group=35&tid=222>

PSB 18-3 Tech Support: ebuilder@getipass.com

1.2 OFFICIAL NOTICE

EFFECTIVE IMMEDIATELY: Professional Services Bulletin (PSB) 18-3 responses will be submitted via the Illinois Tollway's Web-based Program Management System (e-Builder). See below for additional details.

PSB 18-3 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. This PSB contains information pertaining to the advertisement for Statements of Interest (SOI) and is part of the official Illinois Procurement Bulletin for the Illinois State Toll Highway Authority. PSB 18-3, including all Exhibits and forms, is available on the Tollway's website at:

<https://www.illinoistollway.com/doing-business/construction-engineering/bids-bulletins-awards>. Additional information is also posted on the Illinois Procurement Bulletin at: <http://www.purchase.state.il.us>. For instructions on accessing the Tollway website, PSB, and Exhibits please refer to the Table of Contents. Instructions on receiving procurement opportunities are included in the "Illinois Procurement Bulletin (IPB) Notice" section of this PSB.

1.2.1 PSB 18-3 Summary

Information for the e-Builder process for PSB 18-3 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:

- Webinar Training (see the e-Builder Public Folder link listed above)
- 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 18-3 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 18-3.02 Questions and RFIs@docs.e-builder.net](mailto:PSB_18-3.02_Questions_and_RFIs@docs.e-builder.net) at least 10 days prior to the submittal due date of August 22, 2018. The subject line should read: PSB 18-3 Question. Answers will be addressed via an Addendum published on the IPB. For e-Builder technical questions, please contact the e-Builder PSB SOI Helpdesk: ebuilder@getipass.com or e-Builder PSB SOI Hotline: (630) 241-6800, ext. 6160.

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 Tollway via the e-Builder PSB 18-3 SOI process located at the following: <http://www.e-builder.net>

The Tollway follows the Qualifications Based Selection (QBS) process mandated by Illinois statute (30 ILCS 535/1: Architectural, Engineering, and Land Surveying Qualifications Based Selection Act) for selecting qualified consultants under this PSB.

PSB SOI e-Builder submittals must be received by August 22, 2018, 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 Tollway.

1.3 Acceptance of Scanned Signatures

Unless otherwise specified, the parties agree that proposals, contracts, certifications and disclosures, and other contract related documents to be entered into in connection with the resulting contract will be considered signed when the signature of a party is delivered by scanned image (e.g. .pdf or .tiff file extension name) as an attachment to the e-Builder PSB SOI process. Such scanned signature will be treated in all respects as having the same effect as an original signature.

NOTICE

Pursuant to Illinois Department of Transportation (IDOT) Prequalification rules and procedures, the 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.

Your firm is prequalified for one year based on the firm's fiscal year and to remain prequalified the firm must submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to IDOT within six months. IDOT is giving the firm time to gather and complete information; it is not expected firms to be able to submit data immediately. The firm remains prequalified during this six 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 subcontractor to meet prequalification requirements on a project.

4.4 SUBMITTAL INSTRUCTIONS

NEW THIS PSB

- Revised submittal instructions and submittal process
- Additional Training Available
- SOI Table of Contents requirement has been removed
- Common mistakes list

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

A security key is required to submit your SOI for PSB 18-3 in e-Builder. This key for PSB 18-3 is unique to each company and must be obtained prior to submitting an SOI. The individual submitting the SOI must input the key prior to the SOI submission.

The security key request form, e-Builder user manual work instruction and a recorded instructional video can be found in e-Builder. The link to the resources is: <https://app.e-builder.net/public/publicLanding.aspx?QS=8b550cb238ba4d768a53aa87d3c9cdcd>

Each firm is responsible for controlling the distribution of this key within it's firm and ensuring only authorized staff can submit an SOI on behalf of the company. The Illinois Tollway will verify the correct key was used for each SOI upon reviewing the SOI submission. Use of an incorrect security key may cause the SOI to be deemed as non-responsive.

Firms that are teaming and preparing a SOI will use the assigned code name for the team. When a firm is submitting on behalf of a team, a unique login ID is required. The team SOI submittal must be created and submitted by the Prime firm. (Important Reminder: if a Prime is submitting for themselves, that login ID will be different then the login ID that they would use to submit for a team).

The preparation of the SOI for submittal in e-Builder must be prepared by one individual, i.e., one individual's login ID. Each individual has access only to the e-Builder PSB SOI process instance that is being created by the individual. Each e-Builder PSB SOI process instance can only be seen by the individual that created it.

One SOI is required for each PSB item.

All questions related to this PSB must be submitted electronically through the e-Builder SOI Mailbox at [PSB 18-3.02 Questions and RFIs@docs.e-builder.net](mailto:PSB_18-3.02_Questions_and_RFIs@docs.e-builder.net) at least 10 days prior to the submittal date of August 22, 2018. The subject line should read: PSB 18-3 Question. Answers will be addressed via an Addendum published on the IPB. 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.

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Please carefully read the instructions below BEFORE submitting your Statements of Interest.

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 Tollway Website, PSB and Exhibits, please refer to the Table of Contents.
- The Word and/or PDF documents available on the Tollway website are labeled as follows:

SOI	
State of Illinois Standard Business Terms and Conditions	Submit with Forms A or Forms B Disclosures
Board of Elections Certificate	Submit separately
Forms A or Forms B Disclosures	Submit as DS attach IL Standard Terms and Conditions.pdf
Exhibit A.doc	Submit with resume's attached
Exhibit B.doc	Submit if required
Exhibit C.doc	Submit as WL.pdf
Exhibit D.doc	Submit separately
Exhibit E. Partnering for Growth Program (DBE)	Submit separately
Exhibit E. Partnering for Growth Program (Vet)	Submit separately
Exhibit F. VOSB/SDVOSBE Utilization Plan and Letter of Intent	Submit separately
Offeror Commitment and Signature	Submit separately
Security Key Request	Submit to ebuilder@getipass.com

- Complete the Word documents and then convert them to Adobe .pdf for the submittal.
- Do not send zipped files. They will be rejected and cause your submittal to be disqualified.

4.4.2 Naming and Labeling Instructions

- The Tollway requires electronic submittals for the Professional Services Bulletin's Statements of Interest via the established e-Builder PSB process. All respondents must utilize a unique 2 to 6 character SOI Firm Name Code assigned by the Tollway.