

# PROFESSIONAL SERVICES BULLETIN 19-1

## 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: July 29, 2019**

**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/>.**

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No. 19-1 Addendum 1

July 12, 2019

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



Illinois Tollway  
2700 Ogden Avenue, Downers Grove, IL 60515

**ADDENDUM NO 1  
TO  
PROFESSIONAL SERVICES BULLETIN No 19-1**

**July 12, 2019**

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, July 29, 2019.

**NOTES:**

**Addendum 1 makes the following revisions to Professional Services Bulletin (PSB) No 19-1:**

**Revision 1:** Replace link on page 3 and 62 with page 3R and 62R

- [PSB 19-1.01 Questions and RFIs@docs.e-builder.net](mailto:PSB_19-1.01_Questions_and_RFIs@docs.e-builder.net)

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

- To correct the D/M/WBE goal from 25% to 22%

# PART I: THE SCHEDULE

## 1.1 CONTACT INFORMATION

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

PSB 19-1 CS ADM Contact : Shanel Bailey, [sbailey@getipass.com](mailto:sbailey@getipass.com), (630) 241-6800 x4364

PSB 19-1 Hotline : (630) 241-6160

PSB 19-1 Tech Support: [ebuilder@getipass.com](mailto:ebuilder@getipass.com)

PSB 19-1 eBuilder Training:

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

## 1.2 19-1 OFFICIAL NOTICE

19-1

PSB 19-1 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) . 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 19-1, 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 Chief Procurement Officer's eProcurement System at: <https://www.bidbuy.illinois.gov/>. 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 eProcurement BidBuy Notice" section of this PSB.

### 1.2.1 PSB 19-1 SUMMARY

Information for the e-Builder process for PSB 19-1 can be found in the Public Folder at: <https://app.e-builder.net/public/PublicFolderView.aspx?FolderID={dc0355ee-4323-458e-91b5-547c6655b5f5}>

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 19-1 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\\_19-1.01 Questions and RFIs@docs.e-builder.net](mailto:PSB_19-1.01_Questions_and_RFIs@docs.e-builder.net) at least 10 days (July 18, 2019 at 4:30:00 pm (CT) prior to the submittal due date of **July 29, 2019 @ 4:30:00 pm (CT)**). The subject line should read: PSB 19-1 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](mailto:ebuilder@getipass.com) or e-Builder PSB SOI Hotline: (630) 241-6160.

## 1.5 PSB ITEM DETAILS

### **Item 1: RR-19-4460, Facilities, Design Services Upon Request. On-call, and as-needed Phase II Engineering Services.**

This project has a 22.0% D/M/WBE participation goal and 3.0% VOSB/SDVOB participation goal.

Phase II engineering services are required for the preparation of studies, contract plans and specifications at selected locations for various projects related to facilities. This contract will work in close coordination with Item 2, contract RR-19-4461 of this Professional Services Bulletin.

#### **Central Warehouse Study**

The Tollway plans to relocate its Central Warehouse, which is currently located in Naperville, Illinois. Engineering services are required to evaluate and identify a functionality assessment of the operation, systems, and processes of the building operations with respect to relocating these operations to another facility. The engineering services required include the design of the relocated Central Warehouse to maximize productivity, minimize stocking and picking time, and reduce/eliminate safety risks. The work will include a complete warehouse layout, equipment and material storage review and recommendations.

The studies shall be complete and shall include, but not be limited to the following:

1. Determine current use and function of the building.
2. Coordinate with current and potential stake holders.
3. Identify the core function of the operations, and determine how those functions could be adapted to another facility.
4. Coordinate with Tollway Information Technology's Department to ensure the new facility can communicate with the Tollway system.
5. Evaluation of possible existing facilities to meet stake holder needs.
6. Develop a warehouse layout that will increase warehouse efficiency without increasing resources.
7. Provide adequate material staging areas for shipping and receiving;
8. Provide for a secure and segregated area within the warehouse for vendor managed inventory;
9. Provide the facilities necessary for the storage of inflammable, corrosive and other chemical material;
10. Identify appropriate storage for used tires, automotive batteries, and drum stock awaiting recycling;
11. Include an area for the secure storage of documents and other records awaiting destruction;
12. Provide a highly efficient material stocking philosophy;
13. Consideration of automated material tracking data collection methods;
14. Consideration of spatial requirements and relationships of the materials stored;
15. Develop a process map to identify bottlenecks within the warehouse processes and procedures;
16. Create a warehouse layout through which efficient material flow can be achieved;
17. Perform a "slotting" analysis which considers the dimensions and cubic volume of material which considers stocking and picking material;
18. Consider traffic flow within the warehouse to maximize material receipt and shipping;
19. Consider material activity when determining its location within the warehouse; and
20. Maintain aisle widths which allow easy access for forklifts.
21. Outline any resources or efficiency's that can be implemented by staff in operations

#### **Traffic Operations Center Study**

The Tollway recently opened its Automated Traffic Management (ATM) system on the Jane Addams Memorial Tollway. The Tollway may expand this operation on the Central Tri-State Tollway. Therefore, Engineering Services are required to study the Tollway's Traffic Operation Center's operation and infrastructure and investigate its future needs and expansion possibilities.

The studies shall be complete and shall include, but not be limited to the following:

1. Determine current use and function of current Traffic Operations Center.

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 prepared 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.

All questions related to this PSB must be submitted electronically through the e-Builder SOI Mailbox at [PSB\\_19-1.01 Questions and RFIs@docs.e-builder.net](mailto:PSB_19-1.01_Questions_and_RFIs@docs.e-builder.net) at least 10 days (July 18, 2019 at 4:30:00 pm (CT) prior to the **submittal date, of July 29, 2019 @ 4:30:00 pm (CT)**. The subject line should read: PSB 19-1 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](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 Tollway via the e-Builder PSB 19-1 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): Architectural, Engineering, and Land Surveying Qualifications Based Selection Act for selecting qualified consultants under this PSB.

SOI e-Builder submittals must be received by July 29, 2019 , 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. 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 Tollway Website, PSB and Exhibits, please refer to the Table of Contents.

#### **4.4.2 NAMING AND LABELING INSTRUCTIONS**

- The 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 Tollway.
- To determine the designated SOI Firm Name Code go to the Tollway's website under Doing Business>Construction and Engineering - see Consultant 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 Shanel Bailey at (630) 241-6800, extension 4364, for an assigned SOI Firm Name Code.
- When submitting "Team" files please, use the **new** SOI Firm Name Code assigned by the 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 Shanel Bailey at (630) 241-6800 extension 4364, for an assigned SOI Firm Name Code.

#### **4.4.3 INSTRUCTIONS FOR SUBMITTING THE SOITEAM DATA**