

PROFESSIONAL SERVICES BULLETIN 19-1

ADDENDUM 2

ADDENDUM 2 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/>.**

No. 19-1 Addendum 2

July 22, 2019

ISTHA web site: www.illinoistollway.com



Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

**ADDENDUM NO 2
TO
PROFESSIONAL SERVICES BULLETIN No 19-1**

July 22, 2019

Addendum No 2 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 makes the following revisions to Professional Services Bulletin (PSB) No 19-1:

Revision 1: Replace page A-4 with A-4R

- To correct the coordination with Item 1 in the description.

Revision 2: Replace page 8 with 8R

- Correction to instructions.

Revision 3: Replace page 16 with 16R

- Correction on instructions.

Revision 4: Replace page 17 with 17R

- Correction to Firm Commitment #15.

QUESTIONS: The Tollway has received the following questions to PSB 19-1 via the e-Builder SOI Mailbox. The Tollway offers the following responses:

QUESTION 1: What do we enter in the subject line?

ANSWER: 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.

QUESTION 2: Please provide explanation on the “allowable direct cost” of the following two task orders in Item 4.

4. Limited Storm Sewer Cleaning and/or Televising, as needed, as an allowable direct cost.
5. Limited Utility Exploratory Trenching, as needed, as an allowable direct cost.

ANSWER: Assume that two tasks in the contract will be for storm cleaning and/or televising; and utility exploratory trenching. Clarification for these tasks and associated direct costs will be discussed during negotiations with the selected firm.

QUESTION 3: Forms A or B (Disclosures) – should the section asking for “IPB Reference#” be left blank as the Illinois Procurement Bulletin website was replaced with BidBuy at the beginning of this year?

ANSWER: Enter the BidBuy number on either Forms A or Forms B when asked to supply an IPB Reference #. For PSB 19-1 enter B-9352.

QUESTION 4: On Page 16 of bulletin, the Firm’s Commitment and Signature form, it states in the first sentence: **Include the Firm’s Commitment and Signature pages in each SOI following the Cover Sheet.**

However, on Page 64 of the bulletin, under SOI – Statement of Interest, it states that the SOI document “**includes cover sheet, executive summary, organizational chart and relevant project experience.**” It does *not* say to include the Firm’s Commitment and Signature pages. Can you please confirm which is correct?

ANSWER: Attach the Firm’s Commitment and Signature pages in the Required Documents section in the PSB Item response only.

QUESTION 5: Will environmental and geotechnical services will be required for Item 5?

ANSWER: No, environmental and geotechnical services will be provided by others.

QUESTION 6: In prior bulletins such as PSB 18-3, the Tollway removed the P.E. license requirement for the Project Manager. Will the Tollway consider removing the P.E. or Architect license requirement for Item 2 on the current PSB 19-1 bulletin?

ANSWER: The requirement will remain. PSB 18-3 eliminated the PE requirement for the Resident Engineer, not the Project Manager.

QUESTION 7: Would you be able to tell me how to obtain the IPB Reference # for Form B? I am not having any luck finding it on BidBuy...where should I look? We are submitting on Items 3 & 5. What are the IPB Reference #s?

ANSWER: See response above to QUESTION 3.

QUESTION 8: In regards to the IPB reference # required for forms, I see that the IPB website has been decommissioned and users should now access bidbuy.illinois.gov. Are you able to confirm that the bid number for PSB 19-1 is 19-557THA-ENGCO-B-9352

ANSWER: Yes, please see response above to QUESTION 3.

QUESTION 9: According to the guidelines, to find the Illinois Procurement Bulletin Number. This number can be found on the Illinois Procurement Bulletin website: www.purchase.state.il.us. Click on Illinois Bid at the top right side of the page. Enter the Tollway contract number in the box below Illinois Bid on the left side of the page and click Search. A list should appear. Check the Title to verify that you have the correct solicitation. The Illinois Procurement Bulletin Number is the number listed in the Reference Number column.

When entering in the Tollway Contract number (example: RR-19-4461) nothing is being listed. Where can we find the reference number?

ANSWER: See response above to QUESTION 3.

QUESTION 10: DBE/VOSB Proof of Certification: Page 8 specifies that proof should be submitted as an attachment to Exhibit A. Page 66 specifies that they should be submitted as a separate document in e-Builder. Should they be included in both places? (Note: There is not a specific field in e-Builder for uploading the DBE_VOSB_Certs.pdf file. Please confirm whether they should be submitted under the “Attached Documents” tab?)

ANSWER: Attach DBE/VOSB Proof of Certification to “Attached Documents” tab only.

QUESTION 11: Exhibit A form specifies QC/QA Review (Item 5), but Item 5 Key Personnel must show QC/QA for Structural Design and QC/QA for Roadway Design. Is it OK to Modify to QC/QA Review (Item5) to “QC/QA Review Structural (Item 5) and change the next field box from “Required Prequalification Category” to QC/QA Review Roadway (Item 5) on the Exhibit A form? (A Common Mistake listed on Page 66 says: Change of the title of the Key Personnel on Exhibit A – please confirm that this change is acceptable.)

ANSWER: Do not make revisions to Exhibit A

QUESTION 12: Good afternoon – we are having a problem getting the IPB Reference Number for Item 5 to include on our Form B. We have followed the instructions provided in the “05 Certifications-Disclosures FORMS B Guidelines V.18.1” document, and have also tried to locate the information through the BidBuy website. Can you please advise as to the location of this information or provide the number?

ANSWER: See response above to QUESTION 3.

QUESTION 13: Would you like for us to include the “Firm’s Commitment and Signature Form” twice or just once? Page 16 indicates this form should be part of the SOI document, inserted after the cover sheet. Page 66 indicates this form should be submitted as its own document.

ANSWER: See response above to QUESTION 4.

QUESTION 14: Can you have more than one firm/protégé for the partnering for growth program in the DBE category or the VOSB category? Can you do a partnership in both categories?

ANSWER: Vendors may have multiple Partnering for Growth agreements in either the DBE and/or VOSB category and may have partnerships in both.

QUESTION 15: How do you select more than one category for the D/M/WBE Status (Prime) in e-builder? If your firm is all three, should you select only one?

ANSWER: A prime can only select one D/M/WBE category but may provide evidence of multiple certifications by attaching any supporting documentation in the attachments tab before submitting.

QUESTION 16: The Certification/Disclosure Forms B Guidelines provides a link (www.purchase.state.il.us) where I typically go to look up IPB Reference #. I have not been able to find the IPB Reference # for Items 2, 3 and 4. Is there an alternative way to find them? Thank you.

ANSWER: See response above to QUESTION 3.

End of Questions

Item 2: RR-19-4461, Facilities, Construction Management Services Upon Request. On-call, and as-needed Construction Management Services.

This project has a 30.0% D/M/WBE participation goal and 3.0% VOSB/SDVOB participation goal. Phase III engineering services are required for the construction inspection, and supervision at selected locations for various projects related to facilities. This contract will work in close coordination with Item 1, contract RR-19-4460 of this Professional Services Bulletin.

The Consultant will perform on-site inspection, review layout of contract including design changes, prepare records, maintain documentation, and submit pay estimates and change orders and any other duties requiring the services of an engineer to complete projects on a timely basis and in accordance with Tollway specifications. 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. The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the CADD Standards Manual. All CADD file documents shall be required to contain all record drawing modifications.

Work orders under the blanket agreement will be negotiated and authorized by the Tollway on an as-needed basis. Typical tasks will include, but not be limited to:

1. Phase III engineering services for a new facility, or retrofit an existing facility to meet the needs of the Central Warehouse and other Tollway needs.
2. Phase III engineering services for a new facility, or retrofit an existing facility to meet the needs of the Traffic Operations Center.
3. On-call and as-needed services for systemwide facility needs.

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

Firms must be prequalified by IDOT in the following category:

Special Services (Construction Inspection)

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

1. 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 or Illinois Licensed Architect).
2. The Resident Engineer.
3. The Materials Coordinator.
4. 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.)
5. The Materials QA Technician.

Schedule: This project is scheduled to start in 2019/2020.

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 at the Tollway Central Administration office building in Downers Grove.

2.4 ILLINOIS TOLLWAY'S CONTRACT PAYMENT POLICY

The Illinois Tollway will no longer make payments under contracts for costs incurred during the preceding calendar year if any invoice for that work is received after February 28th of the subsequent fiscal year.

This policy will enable the Illinois Tollway to close its financial books both on time and accurately. In order to meet the requirements of Generally Accepted Accounting Principles and those of the Illinois Auditor General and external auditors, the Tollway must account for all of its expenditures for a given calendar year before the end of the subsequent February.

The Illinois Tollway's current contracts already require vendors to submit their invoices and progress reports on the 20th of each month for the previous month's work. Therefore, we do not anticipate this change in policy to have an adverse impact on payment of invoices.

This policy includes payment of any "re-bill" issues that may arise. We are unable to make any payments for work in a given calendar year if it has not been properly invoiced to the Illinois Tollway by February 28th of the following year.

2.5 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

The Tollway hereby notifies all respondents that it will affirmatively ensure that in any contract entered into pursuant to this solicitation, disadvantaged, minority, women-owned business and Small Business Administration (SBA) 8(a) enterprises are encouraged to submit a SOI response to this invitation and/or to participate in the advertised Disadvantaged Business Enterprise (DBE) goal of the work to be performed under the contract as a subconsultant.

Any agreement between a Consultant and a DBE or other subconsultant in which the Consultant requires that the subconsultant not provide professional services proposals to other consultants is prohibited.

To qualify as an eligible DBE, the firm must be currently certified by one of the following agencies currently participating in the Illinois Unified Certification Program (IL UCP), in the City of Chicago, Illinois or the County of Cook, Illinois, as a Minority or Women-Owned Business ("M/WBE") pursuant to its M/WBE program or in the Small Business Administration SBA 8(a) Program. A DBE is considered to have current certification if the firm is listed in the directory database of the pertinent certifying agency:

- IL UCP - Illinois Department of Transportation (IDOT)
- IL UCP - Chicago Transit Authority (CTA)
- IL UCP - PACE
- IL UCP - METRA
- IL UCP - City of Chicago
 - City of Chicago – M/WBE
 - Cook County, Illinois – M/WBE
- Small Business Administration SBA 8(a)

Each DBE firm utilized must be listed in a certifying agency's database at the time of the expiration of the extended documentation period if utilized as described below to be considered acceptable. Please provide proof of certification (example: letter) with your SOI submittal (Certifications are to be included in the Attached Documents tab in eBuilder).

You can view/print and download the most current listing of DBE firms at:

- IDOT's web site: <https://webapps.dot.illinois.gov/UCP/ExternalSearch>
- City of Chicago's web site: <https://chicago.mwdbe.com/FrontEnd/VendorSearchPublic.asp>
- County of Cook, Illinois' web site: <https://cookcounty.diversitycompliance.com/FrontEnd/VendorSearchPublic.asp?XID=2768&TN=cookcounty>
- Small Business Administration's SBA 8(a) web site:

PART III: LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

3.1 FIRM'S COMMITMENT and SIGNATURE

Attach the Firm's Commitment and Signature pages in the Required Documents Field. These pages are shown below, and are available on the Tollway website and through this link: <https://www.illinoistollway.com/doing-business/construction-engineering/bids-bulletins-awards>

SOI TO PROVIDE PROFESSIONAL SERVICES

Firm should use this form as a final checklist to ensure that all required documents are completed and included with the SOI. Firm must mark each blank below as appropriate; mark N/A when a section is not applicable to the PSB Item submitted. **Firm understands that failure to submit this form or meet all requirements is cause for disqualification.**

1. **PSB Review:** Firm reviewed the PSB, including all referenced documents and instructions, completed all blanks, provided all required information, correctly labeled / named its SOI files, and demonstrated how it will meet the Tollway's requirements.
 Yes No

2. **Addenda:** Firm acknowledges receipt of any and all addenda to this PSB, and has taken those into account in making this submittal.
 Yes – List Addenda numbers here: _____ No Not Applicable

3. Firm has submitted with its SOI any and all documents required in PSB 19-1. The most current forms are listed on the Tollway website: <https://www.illinoistollway.com/doing-business/construction-engineering/bids-bulletins-awards> (Doing Business: Construction and Engineering – Consultant Resources – Professional Services Bulletin). Exhibits from previous Professional Services Bulletins will not be accepted. **Firm understands that incomplete or missing documentation will render the SOI submittal non-responsive.**
 Yes No

4. **SOIs:** Firm is submitting a separate SOI for each PSB item. The SOI is submitted in adobe.pdf format and labeled as described in 4.4 Submittal Instructions, using the SOI FIRM NAME CODE provided by the Tollway. The Firm is submitting under its full, legal name, and if applicable, the full, legal names of its team members.
 Yes No

5. **Exhibit A:** Firm is submitting with its SOI "key" project personnel specific to each SOI submitted, including subconsultants, resumes, category of work and is attached as a separate document in e-Builder.
 Yes No

6. **DBE and VOSB/SDVOSB Evidence:** Firm and/or subconsultant is submitting evidence of certification from acceptable agencies and is attached as a separate document in e-Builder.
 Yes No Not Applicable

7. **Exhibit B:** Firm is submitting with its SOI the Location/Design - Environmental Questionnaire for applicable items and is attached as a separate document in e-Builder.
 Yes No Not Applicable

8. **Exhibit C: Current Obligations:** Firm is submitting current work obligations in dollars and/or the Teaming Agreement's Team Lead is submitting current work obligations on behalf of each of the Team member firms. Exhibit C is submitted in pdf format and labeled as described in 4.4 Submittal instructions, using the SOI FIRM NAME CODE provided by the Tollway and is attached as a separate document in e-Builder.
 Yes No Not Applicable

9. **Exhibit D: Availability of Key Project Personnel:** Firm is submitting with its SOI Exhibit D, which must include Key personnel as identified in the item detail, for both Prime and subconsultants and is attached as a separate document in e-builder.
 Yes No Not Applicable

- 10. Exhibit E: Partnering for Growth Memorandum of Understanding:** Firm is submitting Exhibit E with the SOI if the SOI identifies a Mentor-Protégé partnership. Firm entered the DBE and/or VOSB/SDVOSB commitment and percentage breakdowns in the SOITEAM data section and is attached as Exhibit E as a separate document in e-Builder.
 Yes No Not Applicable
- 11. Exhibit F: State of Illinois Veteran Small Business Participation and Utilization Plan and Letter of Intent:** Firm is submitting with its SOI the State of Illinois Veteran Small Business Participation and Utilization Plan and Letter of Intent for items that include a VOSB/SDVOB goal and is attached as a separate document in e-Builder.
 Yes No Not Applicable
- 12. SOITEAM Data:** Firm has identified the Prime, subconsultant(s) and DBE and VOSB/SDVOB percentage breakdowns, verified percentage totals of work are equal to 100%, and left no blank cells. Ranges and “TBD” are not acceptable. **NOTE: the percentage inserted in the SOITEAM Data will take precedence over any other percentage inserted in the SOI or exhibits in the event of a discrepancy.**
 Yes No Not Applicable
- 13. FORMS A or FORMS B Certification/Disclosure Forms (version 18.1) and Illinois Tollway Standard Business Terms and Conditions:** Firm is submitting certification and disclosure forms and Illinois Tollway Terms and Conditions for itself and its Team member firms. The Disclosures are submitted in pdf format and labeled as described in 4.4 Submittal instructions, using the SOI FIRM NAME CODE provided by the Tollway. **Firm understands that incomplete or missing documentation will render the SOI submittal disqualified** (attached as a separate document in e-Builder).
 Yes No
- 14. Illinois State Board of Elections Registration:** Firm understands that Primes may be required to be registered with the Illinois State Board of Elections prior to the submittal of the SOI, and has enclosed a copy of the registration certificate with the Certification / Disclosure forms if applicable and is attached as a separate document in e-Builder.
 Yes No
- 15. Demonstrated Experience Form:** Firm is submitting with its SOI the Demonstrated Experience Form
 Yes No Not Applicable

SIGNATURE CERTIFICATION

By submitting a response to this SOI, each Firm unequivocally acknowledges that the Firm has read and fully understands this SOI, and that the Firm has asked questions and received satisfactory answers from the Tollway regarding any provisions of this SOI with regard to which the Firm desired clarification. By signature below, the Principal of the Firm certifies the information contained in the SOI is true and accurate.