

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

3.1 FIRM'S COMMITMENT and SIGNATURE

Include the Firm's Commitment and Signature pages in each SOI following the Cover Sheet. 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: Item 1 only** 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.

SIGNATURE CERTIFICATION

I certify that my electronically scanned-in signature appearing in this SOI and associated documents submitted by our firm / team is authorized to be affixed by the person doing so and will be binding on the firm / team.

On behalf of the firm _____ (enter firm full legal name) and its team members, if any (as identified in this SOI), I certify that I am the firm's _____ (enter title), and that I have thoroughly reviewed our existing and pending obligations for services by our Technical Staff **(including work for which selection has been made but negotiations and/or agreements execution have not been finalized)** during the ensuing year(s) to all of our clients on any type of project and have included them on Exhibit C.

If we are selected for this project, we will assign it as a top priority project utilizing the identified Key and Support Personnel as submitted on Exhibit A for the full term of the contract.

I certify that the information contained in this SOI is true and accurate. Any and all discrepancies that are not substantial or relevant to the selection process may be cured during the negotiation process with the selected firm.

Date _____

Signature _____

Print Name _____