

# PROFESSIONAL SERVICES BULLETIN 20-1

## 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: May 15, 2020**

**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. 20-1 Addendum 1

May 8, 2020

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 20-1**

**May 8, 2020**

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, May 15, 2020.

**Revision 1:** Replace page 64 with page 64R

- To correct last day for question date

**Revision 2:** Replace page 70 with page 70R

- To correct the file naming convention for Exhibit

**QUESTIONS:** The Tollway has received the following questions to PSB 20-1 via the e-Builder SOI Mailbox. The Tollway offers the following responses:

**Question 1:** In downloading the current forms for PSB 20-1 from the Tollway's website, I've encountered several forms that are unfillable PDF files. With past PSBs forms were provided in Word or fillable PDFs. Could the Tollway provide either Word format or Fillable PDF forms for the following:

- Exhibit C
- Exhibit D
- Exhibit F
- Exhibit G
- Standard Business Terms & Conditions

**Answer:** Exhibit C and Exhibit D the word document has been uploaded to the Tollway's website. The Standard Business Terms & Conditions, Exhibit F and Exhibit G are uploaded as a fillable form.

**Question 2:** Does a Teaming Arrangement require the submittal of PSB SOI Security Key Request Form for a unique e-builder login and security key or will one be automatically generated with the request for a Team Name Code?

**Answer:** Yes, every team must request and receive its own security key request. Doing that is the first step to receiving a unique e-Builder account for that team. A security key will not be automatically generated with the request for a firm code.

**Question 3:** For Item 2, is the project start date of 2022 correct?

**Answer:** Yes, 2022 is the correct start date.

**Question 4:** For Item 7, the range of project dates for construction shows 2020-2024 with a start date of 2021. Can you confirm the actual project start date?

**Answer:** The construction start date is 2021.

**Question 5:** Regarding PSB 20-1, Item 2 – I-20-4718, it states in the PSB that this item is scheduled to start in 2022. Can you please confirm that is Phase II engineering start and not construction start?

**Answer:** Yes. That is the Phase II Engineering start.

**Question 6:** Are both prime and subconsultants required to fill out Exhibit G for PSB 20-1 submittal?

**Answer:** Primes are required to completed schedule G. Sub-consultants are only required to complete the form if they themselves had tier sub- consultants perform under contracts where they were subs.

**Question 7:** On page 83 of PSB 20-1, the file naming convention for Exhibit C is ABCWL.pdf. All of the other files listed in the table have \_ between the firm name and the form name. Should Exhibit C be submitted as ABC\_WL?

**Answer:** Please submit as ABC\_WL.pdf

**Question 8:** On Pages 3 and 66 of the bulletin, it states the last day for questions pertaining to this PSB is May 6<sup>th</sup> at 4:30p.m. On page 64, it states that May 7<sup>th</sup> is the last day for questions. Can you please clarify which date is correct?

**Answer:** May 6 is the last day for questions.

**Question 9:** Can you please provide editable Word files for the Terms and Conditions, Exhibit C and Exhibit D for download?

**Answer:** See response to question 1

**Question 10:** Can you please provide a fillable PDF file for the Exhibit F form for download? The one currently posted is not editable.

**Answer:** See response to question 1

**Question 11:** If we are submitting as a team, is the teaming partner required to complete Exhibit G as well?

**Answer:** If you are the lead member of the team, you are required to submit the form, and/or if as part of the team the partner had tier subconsultants, you will be required to complete the form.

**Question 12:** Would it be possible to get a copy of Exhibit G in Excel? The file downloaded from the Illinois Tollway website is a PDF.

**Answer:** The file is uploaded as a fillable document.

**Question 13:** Are any and all subcontractors required to be prequalified by IDOT in any of the stated categories?

**Answer:** The subconsultant needs to be prequalified by IDOT if the subconsultant is meeting the prequalification requirement of the item and the item states that the prime can meet the prequalification through a subconsultant.

**Question 14:** Or can the Prime utilize the talents of a firm that is not prequalified by IDOT but has the capability and experience to perform a portion of the contract?

**Answer:** The firm that seals the plans must be prequalified by IDOT in the category of work they are performing, and/or overseeing.

**End of Question**

## 4.2 SCHEDULE FOR CONSULTANT SELECTION

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

Task	Date Due
Publish	April 27, 2020
Last Day for Questions no later than 4:30:00 pm Central Time	May 6, 2020
Complete SOIs are due no later than 4:30:00 pm Central Time on this date, including all required Attachments/Exhibits as specified in this PSB.	May 15, 2020
<b>Selection Committee Meeting:</b>	Week of June 22, 2020
Board Approval – A copy of the subcontract agreement, if required, within fifteen (15) days after execution (generally the Notice to Proceed date) of the contract if selected, or after execution of the subcontract, whichever is later, must be submitted to the State Purchasing Officer (SPO) through the Executive Manager of Engineering at: 2700 Ogden Ave., Downers Grove, IL 60515	August, 2020
Notice to Proceed	TBD

## 4.3 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 consultant, 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.

### 4.3.1 REQUIRED FORMAT FOR SUBMITTING STATEMENTS OF INTEREST

**4.3.2.1 ALL EXHIBITS SUBMITTED FOR THIS PSB MUST BE CURRENT. EXHIBITS FROM PREVIOUS PSBS WILL NOT BE ACCEPTED.**

**4.3.2.2 PREQUALIFIED FIRMS MAY INDICATE THEIR DESIRE TO BE CONSIDERED FOR SELECTION ON ANY OF THE PROJECTS LISTED WITHIN THIS PSB BY SUBMITTING A SEPARATE SOI FOR EACH PROJECT.**

**4.3.2.3 EACH SOI MUST BE SUBMITTED USING THE FOLLOWING BASIC FORMAT:**

#### COVER SHEET

Include Full Legal Firm Name, PSB Number, Item Number, and **all** known subconsultants (Full Legal Firm Names).

<p>b. List the Key Project Personnel to match the required prequalification categories and any additional personnel requirements designated in the Bulletin Items. (Include firm name if work is to be completed by a subconsultant).</p> <p>c. QC/QA personnel must be different individuals than staff preparing the documents.</p> <p>Construction Management Services require the names and resumes of Certified Record Documentation Reviewers and Inspectors that will be assigned to the project. Specific requirements are explained in the Phase III Items.</p>		
<p><b>Exhibit B</b> – Location/Design Studies – Environmental Questionnaire (submit if required)</p>	ABC_ExB.pdf	Submit as a separate document on e-Builder
<p><b>Exhibit C</b> - Current Obligations, use your 2-6-character SOI Firm Name Code, followed by _WL</p> <p>One copy of the Current Obligations Form is required per Firm / Team.</p> <p><b>Teaming Agreement</b></p> <p><b>Exhibit C</b> - use the unique 2-6-character SOI Team Name Code followed by _WL_TM</p>	<p>ABC_WL.pdf</p> <p>ABCXYZ_WL_TM.pdf</p>	<p>Submit as a separate document on e-Builder</p> <p>Submit as a separate document on e-Builder. The document should include one form for each team member.</p>
<p><b>Exhibit D</b> – Availability of Key Project Personnel</p> <p>Firms must show the percentage of time identified Key Project Personnel will be available to work on the project described in each Item. We request a Word document saved in .pdf format to be completed with the relevant information.</p>	ABC_ExD.pdf	Submit as a separate document on e-Builder
<p><b>Exhibit E – DBE</b> - Partnering for Growth Program Plan, if proposing a mentor-protégé arrangement, attach the required Exhibit E</p>	ABC_ExE_DBE.pdf	Submit as a separate document on e-Builder
<p><b>Exhibit E – VOSB</b> - Partnering for Growth Program Plan. if proposing a mentor-protégé arrangement, attach the required Exhibit E</p>	ABC_ExE_VOSB.pdf	Submit as a separate document on e-Builder
<p><b>Exhibit F</b> - Veteran Small Business Participation, Utilization Plan and Letter of Intent</p>	ABC_ExF.pdf	Submit as a separate document on e-Builder
<p><b>Exhibit G</b> – Contract Participation, Current and Past DBE/VOSB/SDVOB/BEP</p>	ABC_ExG.pdf	Submit as a separate document on e-Builder
<p><b>Firm’s Commitment and Signature</b></p>	ABC_FCS.pdf	Submit as a separate document on