

PROFESSIONAL SERVICES BULLETIN 17-3

ADDENDUM 2

ADDENDUM 2 does not change the due date or time.

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

Due Date: May 4, 2017

Successful Offerors will be notified.

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

No. 17-3 Addendum 2

Date April 26, 2017

ISTHA web site: www.illinoistollway.com



Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

**ADDENDUM NO 2
TO
PROFESSIONAL SERVICES BULLETIN No 17-3**

April 26, 2017

Addendum No 2 does not change the due date or time. Statements of Interest are due via email (SOIPSB.17-3@getipass.com), to the Illinois State Toll Highway Authority, by 4:30:00 p.m. Central Time, May 4, 2017.

NOTES:

Addendum 2 adds instructions to Section 4.4.3 of PSB 17-3, and answers questions that were received in the SOIPSB Questions folder.

- Instructions:
 - Section 4.4.3 Instructions for Submitting the SOI Team Spreadsheet:
 - When entering data into the SOITEAM.xls spreadsheet, remove / delete the spreadsheet tabs for those items which your Firm / Team is not submitting.
 - When submitting the SOI Team Spreadsheet, it needs to be in its own separate email with no other attachments included.
- Questions:
 - The following questions were received in the SOIPSB Questions folder and are addressed below. Resulting changes are summarized below:

QUESTIONS: The Tollway has received the following questions to PSB 17-3 via email to the SOIPSB 17-3 mail box. The Tollway offers the following responses:

Question 1: Our company is submitting our SOI as the Prime and we will be performing the work in the specified category: Special Services (Aerial Mapping and LiDAR). As a Prime we are prequalified to work for IDOT. However, we are sub-contracting out the collection of the aerial imagery that will be used for mapping. Does the subcontracted company who will provide the aerial imagery collection need to be prequalified for work with IDOT? Since we are prequalified does that alleviate the prequalification requirements for the basic aerial information collection?

Response: Since you are prequalified in the category Special Services (Aerial Mapping and LiDAR), and if you take responsibility for the work product of your subconsultant, then the subconsultant does not need to be prequalified in Special Services (Aerial Mapping and LiDAR).

Question 2: Exhibit A, page 3 asks for verification that the firm will complete the project within the estimated time listed in the project advertisement. It also asks that a completion date and/or number of months be provided. Tollway PSB 17-3 Items 1-8 provide no estimated time limit within their advertisements, stating only that "design for this project is scheduled to start in 2017. Construction of this project is not scheduled." Please advise what statement or time frame should be used on Exhibit A for these items.

Response: It is recommended you assume 30 months.

Question 3: Question regarding Items 12 and 13 on PSB 17-3: Can the prequalification requirements be modified so that the prime firm is allowed to fulfill the Special Services (Mechanical Engineering) prequalification through a subconsultant?

Response: Yes. A prime may meet the prequalification for Special Services (Mechanical Engineering) through a subconsultant.

Question 4: When filling out the current obligations form, should we be using dollars, or thousands?

Response: Dollars.

Question 5: Is the deadline to ask questions 10 calendar days or 10 business days for PSB 17-3, Item 29?

Response: Unless PSB 17-3 contains a time limitation specifying that “days” mean business days, the default is to calculate using calendar days.

Question 6: For PSB 17-3 Item 28. If there are no listings for Key Personnel under the item description, is there a need to fill out Exhibit A?

Response: Please use Exhibit A to list the key project personnel that you will be utilizing for Item 28. The personnel named in Exhibit A must also be listed on Exhibit D: Availability of Key Project Personnel.

Question 7: For Item No. 28, do we need a Project Manager with an Illinois PE, or provide an Illinois PE on the project?

Response: Please provide an Illinois PE on the project.

Question 8: For Item No. 28, do we need to participate in the mentoring program?

Response: No.

Question 9: As a prime consultant, if we are using sub-consultants in any capacity should a Teaming Agreement be included with our submittal?

Response: A prime consultant does not have to submit as a Team if they are using sub-consultants. See Section 2.8 of PSB 17-3 for details regarding Teaming Agreements.

Question 10: When performing Aerial Mapping, LiDAR and Surveying services for the Illinois Tollway, does the Tollway use the “State of Illinois, Illinois Department of Transportation Survey Manual” as the standards to perform the services, or does the Tollway have their own set of Mapping and Survey Standards?

Response: Please use the “State of Illinois, Illinois Department of Transportation Survey Manual” as the standards to perform the services.

Question 11: The Delinquent Debt Review Form is available for download in two locations. The form provided with the Illinois Tollway Standard Business Terms and Conditions has the following heading for the right column in the subcontractor information table: “Anticipated Percentage of Contract (to the extent known)”. The form that can be downloaded by itself has this heading for the right column in the

subcontractor information table: "Anticipated Amount to be Paid (to the extent known)". We prefer to provide the anticipated percentage. Is that acceptable?

Response: No. Please note that the Delinquent Debt Review form was revised in Addendum 1. You need to utilize the form provided in Addendum 1 that requests the "Anticipated Amount to be Paid (to extent known)".

Question 12: We have requested a Team Name. After receiving the name from the Tollway, if we decide to modify the team lead or team members, is that acceptable? Can we just request a new name and disregard the original name provided?

Response: Yes and yes.

END OF QUESTIONS

- 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 Joint 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 Eleanor Curcuro at (630) 241-6800, extension 3851, 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 contact Eleanor Curcuro at (630) 241-6800 extension 3851, for an assigned SOI Firm Name Code.
- All electronic submittals of your firm's emails subject lines **MUST** read: **SOIPSB17-3, SOI FIRM NAME CODE, ITEM (#'s)**. Any variation excluding SOIPSB17-3 from the subject line will result in your firm's submittal(s) being directed to a "SPAM FOLDER" which will automatically delete the email.

4.4.3 Instructions for Submitting the SOI Team Spreadsheet

- The Tollway requires an electronic submittal of the Statements of Interest, and a SOI Team spreadsheet (SOI Team: Prime and subconsultant PSB 17-3) that captures critical information used in the Selection Process. The instructions are as follows:
 - Vendors must obtain the SOI Team spreadsheet from the Tollway Website: Prime and subconsultant PSB 17-3 Spreadsheet.
 - The SOI Team Spreadsheet includes a separate worksheet for each Item advertised in the PSB. Vendors are required to complete the worksheet for each Item, completing all columns shown for the Prime Consultant, and for every subconsultant that is being proposed. **Do not enter "TBD" or enter a range of percentages, and do not leave blank cells.**
 - When entering data into the SOITEAM.xls spreadsheet, remove / delete the spreadsheet tabs for those items which your Firm / Team is not submitting.
 - For each subconsultant, the Prime's full legal firm name must be entered in the first column. The worksheet is to be completed for each Item for which your firm is submitting a SOI; all other worksheets may be deleted before submitting to the Tollway.
 - The SOI Team Spreadsheet format cannot be altered – it contains imbedded formulas; do not cut and/or copy, link or paste any information. All information must be typed - not copied in. **DO NOT ADD, or DELETE columns, or reformat the sheets or any setting in the cell (font/type). DO NOT MODIFY THE COLUMNS, ROWS AND/OR ANY CELLS.** DO NOT skip rows when entering information; there should be no blanks between information. DO NOT write-protect your submissions. DO save your file with your cursor in cell **B3** and as an Excel 2010 file before submitting.
 - The SOI Team Spreadsheet is to be submitted only **ONCE** per Offeror / Team as a single Spreadsheet containing worksheets for only those item(s) for which a SOI has been submitted. When submitting the SOI Team Spreadsheet, it needs to be in its own separate email with no other attachments included. **DO NOT send your spreadsheet as a .pdf file – it MUST be in the Excel format as provided.**
 - NOTE: If a firm is submitting as a prime and also as a Team lead for one or more teams, a separate SOITEAM Spreadsheet must be submitted for each. **DO NOT** combine SOITEAM Spreadsheets for unique offers / entities.

4.4.4 Instructions for Electronic Submittal

It is important that your email be prepared according to the following instructions. (Note: Engineering is used for example purposes only).

- The first line of your email shall indicate your Firm or Team Name, PSB and Item Number(s) on which your firm is submitting. If submitting more than one email due to size, only reference the item numbers included with the email.
- The body of the email submittal must list the name and phone number of your firm's contact person.
- Each attachment must be labeled as indicated below:
 - For each Item on which you are submitting, use your 2-6 character SOI Firm Name Code (this example = abc), immediately followed by the 2-digit Item Number (i.e., 01 through 99). (Example: abc02.pdf) SOI's submitted on behalf of a Teaming Agreement should use the team's unique 2-6 character SOI Team Name Code (Example: abc_TM02.pdf)

<p>PART IV, 4.4.3 Instructions for Submitting the SOI Team Spreadsheet</p>	<p>Vendors must obtain the SOI Team spreadsheet from the Tollway Website: Prime and subconsultant PSB 17-3 Spreadsheet.</p> <p>Vendors are required to complete the worksheet for each Item, completing all columns shown for the Prime Consultant, and for every subconsultant that is being proposed. Do not enter "TBD" or enter a range of percentages, and do not leave blank cells.</p> <p>When entering data into the SOITEAM.xls spreadsheet, remove / delete the spreadsheet tabs for those items which your Firm / Team is not submitting.</p> <p>For each subconsultant, the Prime's full legal firm name must be entered in the first column.</p> <p>When submitting the SOI Team Spreadsheet, it needs to be in its own separate email with no other attachments included. Do NOT send your spreadsheet as a .pdf file – it MUST be in the Excel format as provided.</p> <p>NOTE: If a firm is submitting as a prime and also as a team lead for one or more teams, a separate SOITEAM Spreadsheet must be submitted for each. DO NOT combine SOITEAM Spreadsheets for unique offers / entities.</p>
<p>PART IV, 4.4.4 Instructions for Electronic Submittal</p>	<p>The first line of your email shall indicate your Firm / Team Name, PSB and Item Number(s) on which your firm is submitting.</p> <p>Each attachment must be labeled as indicated below:</p> <ul style="list-style-type: none"> o For each Item on which you are submitting, use your 2-6 character SOI Firm Name Code (this example = abc), immediately followed by the 2-digit Item Number (i.e., 01 through 99). (Example: abc02.pdf) (For Teaming Agreements use abc_TM02) o For your firm's Disclosure Forms use your 2-6 character SOI Firm Name Code, followed by DS. (Example: abcDS.pdf). If your firm is registered on the IPG, include your IPG registration number in the body of your email. o Disclosures submitted on behalf of a Teaming Agreement should use the unique 2-6 character SOI Firm Name Code for each individual Team firm name followed by DS_TM. (Example: abcDS_TM.pdf, defDS_TM.pdf and ghiDS_TM.pdf). If the firms are registered on the IPG, include your IPG registration number in the body of your email. NOTE: Firms previously assigned a JV code name may be allowed to use this designation for historical consistency, but should confirm with the Tollway. o For your firm's Current Obligations (Exhibit C), use your 2-6 character SOI Firm Name Code, followed by WL (Example: abcWL.pdf). Exhibit C submitted on behalf of a Teaming Agreement should use the unique 2-6 character SOI Team Name Code (Example: abc_TMWL.pdf). o For your firm's SOITEAM Spreadsheet, use your 2-6 character SOI Firm Name Code, followed by SOITEAM.xls. (For Teams, the subject line of each should utilize the Teaming Agreement Name code assigned by the Tollway. The Team lead will submit on behalf of the participating partners and identify the partner with a (TM) following their firm name in the work sheet.) (Example: abc_TMSOITEAM.xls) <p>Signatures must be scanned, then cut/copied and pasted into the appropriate signature blocks. The files (with the exception of SOITEAM) must then be converted to a PDF.</p> <p>abc02, abc09 and abc24 are the Statements of Interest for the submitted Items and must include Exhibit A within the submittal. Following Exhibit A, include resumes of key project personnel listed in Exhibit A. If Exhibit B is required, include next, followed by resumes of individuals listed on page 2 of Exhibit B.</p> <p>abcDS is the Disclosure Forms. One copy of the Disclosure Forms is required (unless you are submitting as a Team – if a Team, include a DS for each Team member and name as abcDS_TM.pdf).</p> <p>abcWL is the Current Obligation Form (Exhibit C). One copy of the Current Obligations Form is required per Offeror / Team.</p>