

PSB 10-1

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

JULY 12, 2010

Successful Applicants will be notified.

Overall results will be posted on the Tollway's website.

Professional Services Bulletin

No. 10-1

Published JUNE 15, 2010

ISTHA web site: www.illinoistollway.com



Illinois State Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

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NOTICE FOR CONTACT INFORMATION

**Illinois Toll Highway Authority
2700 Ogden Avenue
Downers Grove, IL 60515**

This Professional Services Bulletin (PSB) is the official notice of needed professional services for the Illinois Tollway as authorized by Section 15-1 of the Illinois Procurement Code 30 ILCS 500/15-1. This PSB is available on the Tollway's website at <http://www.ilinoistollway.com>; additional information is also posted on the CMS website at <http://www.purchase.state.il.us>.

For instruction on accessing the Tollway website, PSB, and Exhibits please **see the last page of this document.**

Instruction on registration with CMS can be found in the "Illinois Procurement Bulletin Notice" section of this PSB.

Questions concerning this PSB should be directed to:

Mr. Gregory R. Stukel, P.E.
Deputy Chief of Program Controls/System Integrity
E-mail: gstukel@getipass.com
Phone: (630)241-6800, Ext. 3929

Or mailing address:

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

NEW NOTICE

STATE BOARD OF ELECTIONS REGISTRATION PUBLIC ACT 95-971 AS AMENDED BY PUBLIC ACT 96-0848

Public Act 95-0971, as amended by Public Act 96-0848, went into effect January 1, 2009. The Act addresses campaign contributions, as well as registration and reporting requirements with the State Board of Elections, for certain State vendors and bidders. Accordingly, this solicitation contains the provisions that implement the Act. These provisions may be applicable to the contract resulting from this solicitation.

As a result, certain business entities are required to register with the State Board of Elections. A business may register electronically by going to <https://BEREP.elections.il.gov> or by accessing the Board of Elections website at <http://www.elections.il.gov> and clicking on the Business Registration tab. An updated certificate of registration is produced upon registration as well as each time any required information is changed by the user.

Frequently asked questions regarding Board of Elections registration and its implementation can be reviewed at:

<http://www.elections.il.gov/businessregistration/businessregistrationfaq.aspx>

To demonstrate compliance with Public Act 95-971, bidders **MUST** submit a copy of the Board of Elections registration certificate with their proposals/bids. **Failure to submit the Board of Elections registration certificate will result in rejection of your proposal/bid.**

NEW NOTICE

FREQUENTLY ASKED QUESTIONS

- Q: Where do I submit my electronic Statement of Interest?
- A. As stated in the Electronic Submittal Instructions, all electronic submittals must be addressed to SOIPSB.10-1@getipass.com.
- Q: When do I submit my electronic Statement of Interest?
- A. You may submit anytime between the publish date and the due date of **JULY 12, 2010**, as indicated on the cover sheet. Statements of Interest received **AFTER** the 4:30pm deadline **WILL NOT** be considered, including any partial submittals.
- Q: We are proposing the services of a sub-consultant that is currently a sub-consultant to the Tollway through another Prime. Do we need to submit the sub-consultant's current work obligation between the Tollway and the other Prime?
- A. Only the Prime needs to submit their current work obligation with the Statement of Interest.
- Q: Are sub-consultants required to complete the Certification/Disclosure forms?
- A. No, only the Prime is required to complete and submit the Certification/Disclosure forms since the Prime is acting as the managing firm. The Certification/Disclosure forms must be signed and dated by a person authorized to execute contracts.
- Q: Does the Prime need to be prequalified in each of the IDOT categories?
- A. Each item listed in the Bulletin indicates the specific IDOT prequalification category required, as well as which prequalification categories are eligible to be met through a sub-consultant.
- Q: We are considering entering into a Mentor-Protégé agreement. Is there a standard agreement available?
- A. The Mentor-Protégé agreement should be developed by the participating parties. However, the agreement must meet the overall objectives of the Mentor-Protégé program as outlined in the Mentor-Protégé Guidelines.

NOTICE

ILLINOIS PROCUREMENT BULLETIN NOTICE

Public Notice in reference to the Illinois Tollway's Professional Services Bulletin is automatically provided through the Central Management Services (CMS) Procurement website and Electronic Mail (e-mail).

All consultants registered with CMS will receive an e-mail notice when a Professional Services Bulletin is released by the Illinois Tollway. The detailed scope for each item and the response criteria will continue to be maintained on the Illinois Tollway web-site.

To receive an electronic notice, consultants must be registered as a vendor with CMS for the Class and Sub-class codes that the Illinois Tollway utilizes for notification purposes. (A list of those codes is provided in the following pages.)

To register on the Illinois Procurement Bulletin Web-Site, please follow these instructions:

1. Go to <http://www.purchase.state.il.us>
2. From the Illinois Procurement Bulletin Homepage, click "Registration" located at the top of the screen.
3. From the Registration page, click "Register" located on the left-hand side of the screen.
4. Read the General Information and Disclaimer and click "Continue".
5. Shift to FULL SCREEN view.
6. Follow the on-screen instructions.
7. Select drop-down at the top of the screen to see the class codes by "Class Code Number."
8. Scroll down within the list, click the desired Class Code and click the "Add" button; repeating for all Class Codes for which you wish to register and receive notices.
9. If you add a Class Code in error return to the "Add" screen and use the "Remove" button.
10. When all Class Codes have been selected, click the "Ok" button on the selection screen, and the "Submit" button on the Registration screen. You will immediately receive a confirmation at the email address provided during registration.

NOTE: The fields marked with a red dot are required fields and must be completed in order to successfully register. Presently, the option to register for a Sub-class does not exist. Registration is by Class Code only and all Sub-classes are included automatically.

CMS will send an automatic e-mail notification confirming your registration. Please be aware that CMS cannot guarantee the delivery of e-mail notifications. Reviewing the CMS website periodically for existing procurement opportunities is recommended.

If you wish to add or remove Class Codes after registration, click "Update" on the Register screen and follow the prompts.

The following Class Codes are those which Consultants should register to learn about available Illinois Tollway work. Please understand that once registered, your firm will receive notices of opportunities for postings statewide, as other agencies also post their needs on the CMS website.

Please direct questions regarding the registration process or the use of the CMS website to Central Management Services; (800) ILL-BUYS or (866) 455-2897.

Illinois Tollway Class Codes

E700: Fiber Optic

Subclasses:

- 001 Consulting
- 002 General Contracting and Splicing
- 003 Cable and Materials
- 004 Equipment and Hardware

E800: Intelligent Transportation Systems

Subclasses:

- 001 Consulting Service
- 002 Devices
- 003 General Contracting and Repair
- 004 Electronic Toll Collection (ETC) Consulting
- 005 Electronic Toll Collection (ETC) Communication Devices
- 006 Electronic Toll Collection (ETC) General Contracting and Repair

H100: Highway Construction:

Subclasses:

- 001 Toll Collection Facilities and Appurtenances
- 002 Construction, Maintenance, and Paving – Interstate and Expressway
- 003 Construction, Maintenance, and Paving – Local Roads
- 004 Signs – Interstate and Expressway
- 005 Signs – Local Roads
- 006 Striping and Delineators – Interstate and Expressway

S210: Construction Services

Subclasses:

- 220 Demolition Services
- 260 Fencing Services
- 275 General Contractor Services
- 290 Guard Rail Services
- 330 Mechanical Services
- 380 Miscellaneous Services
- 490 Striping, Streets and Roads
- 510 Underground Services
- 520 Underwater Services

S230: Energy, Environmental, Engineering, Architectural, and Surveying Services

Subclasses:

- 100 Architectural Services
- 175 Ecology
- 200 Energy Controls
- 250 Civil Engineering
- 300 Electrical Engineering
- 350 Structural Engineering
- 400 Traffic Engineering
- 450 Environmental Analysts Services
- 500 Environmental Related Services
- 550 Environmental Remediation and Disposal
- 600 Erosion Control Services
- 650 Hydrologist Services
- 825 Engineering Architectural Services – Miscellaneous
- 850 Special Environmental Training Services
- 900 Surveying Services

S380: Management Consulting & Public Relations

Subclasses:

- 100 Consultant Services
- 300 Inspections and QA Services
- 350 Management Consulting Services
- 400 Manual Development Services
- 525 Management Consulting Services
- 535 Professional Education/Training

S460: Real Estate / Real Property Services

Subclasses:

- 125 Appraisals
- 375 Land Acquisition
- 380 Real Estate/Real Property – Miscellaneous Services

T100: Telecommunications

Subclasses:

- 100 Data
- 200 Voice
- 300 Video
- 400 Wireless

FAQ's: <http://www.purchase.state.il.us/IPB/registration.nsf/RegMainFrameset?OpenFrameset>

STATEMENTS OF INTEREST

INFORMATION

PROFESSIONAL SERVICES BULLETIN 10-1

This Professional Services Bulletin (PSB) is the official notice of needed professional services for the Illinois Tollway. This PSB contains information pertaining to the advertisement for Statements of Interest (SOI) and is part of the official Illinois Procurement Bulletin for the Illinois State Toll Highway Authority as authorized by Section 15-1 of the Illinois Procurement Code 30 ILCS 500/15-1. This PSB is available on the Tollway's website at <http://www.illinoistollway.com>. For further information on accessing the Tollway Website PSB, and Exhibits please see the last page of this document.

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 Statements of Interest to the Tollway at SOIPSB.10-1@getipass.com. The Tollway follows the Qualifications Based Selection (QBS) process mandated by Illinois statute. (30 ILCS 535/1: Architectural, Engineering, and Land Surveying Qualifications Based Selection Act)

STATEMENTS MUST BE RECEIVED BY THE ILLINOIS TOLLWAY AT THE ABOVE REFERENCED E-MAIL BY 4:30 P.M. LOCAL TIME, JULY 12, 2010. STATEMENTS RECEIVED AFTER THIS TIME WILL **NOT** BE CONSIDERED.

SELECTION CRITERIA

Members of the Consultant Selection Committee will not be available to discuss specifics of projects listed in this PSB between the date of the submittal and the Selection Committee meeting. Please do not send letters or e-mails expressing interest in specific projects to members of the Consultant Selection Committee.

Selection of professional consultants by the Tollway is based on the firm's professional qualifications, related experience, expertise, and availability of key personnel to be assigned to the project. SOI's will be evaluated based on the following criteria:

- Related experience and technical competence of the personnel and experience of the firms and/or Sub-consultants proposed.
- Familiarity of the firm and any proposed sub-consultants with the work described in the Item. Particular attention will be given to appropriate cost saving measures and innovative ideas that will benefit the Tollway.
- Ability to complete the work in the time required and the firm's existing workload.
- Commitment and availability of Key Personnel.
- Proposed method of accomplishing the project's objectives.
- Quality and scope of D/M/WBE, Mentor Protégé and ECP proposals over and above the D/M/WBE goal.

Include performance rating for past work done for the Tollway, IDOT, or any other government agencies or public bodies, if applicable.

STATEMENTS OF INTEREST

GUIDELINES FOR SUBMITTING STATEMENTS OF INTEREST (SOI)

REQUIRED FORMAT FOR SUBMITTING STATEMENTS OF INTEREST

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 work being done by a consultant, prime or sub must be prequalified by IDOT in the category of work they are performing. All pre-qualifications must be approved by the date of the PSB advertisement.

No color graphics or photographs should be included in the submittal.

All Exhibits must be current. Exhibits from previous PSBs will not be accepted.

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. Each SOI must be submitted using the following basic format:

COVER SHEET

Include Firm Name, PSB Number, Item Number, and **all** Sub-consultants

TABLE OF CONTENTS

Include Section Number and Page Numbers

SECTION 1. Executive Summary

- A. Name of firm, address, telephone number, and contact person
- B. List all Sub-consultants, the work the firm(s) will be performing and a contact person for each. Identify any D/M/WBE's. Sub-consultants must be prequalified in the area of work they will be performing. Include Mentor Protégé data if participating.
- C. Name of Project Manager
- D. Name of Project Engineer
- E. Project Understanding
- F. Project Approach (include brief statement of firm's unique qualifications and experience, approach to the project's specific challenges such as maintenance of traffic, environmental constraints, budget constraints, schedule constraints, design challenges, etc.)
- G. Statement that firm will meet or exceed the D/M/WBE goal for the Item. Include the percentage of work to be completed by D/M/WBE (Percentages must match those submitted with SOI Team Spreadsheet).

SECTION 2. Organization Chart

Include names and titles for all Key and Support Personnel

STATEMENTS OF INTEREST

GUIDELINES FOR SUBMITTING STATEMENTS OF INTEREST (SOI)

SECTION 3. Personnel: Also see additional requirements under “Personnel” in each item description.

Exhibit A: Proposed Staff

Please include Exhibit A in Section 3 and complete as follows:

- A. Include resumes for all Key Personnel on the project (Prime firm and Sub-consultants). Resumes for each individual should not exceed two (2) pages and must include only relevant experience for the specific Item.
- B. List the required key personnel to match required prequalification categories and any additional personnel requirements designated in the project advertisement. (Include firm name if work is to be completed by a Sub-consultant.)
- C. QC/QA personnel must be different individuals than staff preparing the documents.
- D. Identify proposed Sub-consultants and item(s) of work they will perform. If a DBE Goal is in the advertisement, list the DBE Sub-consultants(s) and work the firm will be performing. All Sub-consultants must be prequalified in the area of work they will be performing.

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.

SECTION 4. Availability of Key and Support Personnel Form

Exhibit D.

Firms must show the percentage of time that identified Key and Support personnel will be available to work on the project described in each Item.

SECTION 5. Relevant Project Experience

Please see “Relevant Project Experience” requirements in each project description.

SECTION 6. Exhibit B:

Projects involving Location/Design Studies and Environmental Reports require completion of this Exhibit.

SECTION 7. Exhibit C:

Current Obligations of Work (This form must be submitted in a separate e-mail if submitting electronically. See instructions for electronic submittals.)

NOTICE

ELECTRONIC SUBMITTAL INSTRUCTIONS

Please carefully read the instructions below BEFORE submitting your Statements of Interest.

It is CRITICAL that submittal instructions be followed. All Forms, ESPECIALLY the SOI Team spreadsheet (SOITEAM.xls) must be submitted per the following directions. Failure may result in an incomplete submittal resulting in your firm being disqualified.

All required Exhibits can be found on the Tollway's Website. (<http://www.illinoistollway.com>) For further information on accessing the Tollway Website PSB and Exhibits please see the last page of this bulletin.

The Tollway requires an electronic submittal of the Statements of Interest, and a SOI Team spreadsheet (SOI Team: Prime and Sub-consultant PSB 10-1) that captures critical information used in the Selection Process. The instructions are as follows:

The SOI Team Spreadsheet format cannot be altered; no cutting and/or copying and pasting of any information. You must obtain the "SOI Team: Prime and Sub-consultant PSB 10-1" Spreadsheet from the Tollway Website. The SOI Team Spreadsheet has a separate Worksheet for every Item advertised in this PSB. You are required to complete the Worksheet for each Item for which you wish to make a submission, completing all columns shown for the Prime Consultant, and for every Sub-consultant that is being proposed. For each Sub-consultant the Prime's firm name must be entered in the first column. YOU MAY NOT ADD, or DELETE columns, or reformat the sheets. You must complete the Worksheet for each Item that you wish to submit a SOI on: all other Worksheets may be deleted from the Spreadsheet before it is submitted to the Tollway. The SOI Team Spreadsheet contains imbedded formula – DO NOT MODIFY THE COLUMNS AND/OR ANY ROWS.

The SOI Team Spreadsheet must be submitted as a single Spreadsheet containing Worksheets for each Item.

Subject: **SOIPSB10-1, FIRM NAME CODE, ITEM (#'s)**

Do NOT send your spreadsheet as a .pdf file – it must be in the Excel format as provided.

All required Exhibits can be found on the Tollway's Website.

(<http://www.illinoistollway.com>)

- When submitting "Partnership Mentor/Protégé" team information, please use the Prime's 2-6 character Firm Name Code.
- When submitting "Joint Venture" team information please, use the **new** Firm Name Code assigned to the Joint Venture.

For further assistance on submitting Joint Ventures or Partnership Mentor/Protégé files please E-MAIL or call Catrice Hardwick: chardwick@getipass.com or call (630)241-6800, Ext. 3853.

NOTICE

It is important that the Submittal Instructions be followed. Failure to follow the instructions may result in your firm being disqualified.

When sending your Statements of Interest Electronically, the subject line MUST read:

SOIPSB10-1, FIRM NAME CODE, ITEM (#'s)

Any variation excluding SOIPSB10-1 from the subject line will result in your firm's submittal(s) being directed to a "SPAM FOLDER" which will automatically delete the e-mail.

Address electronic submittals to SOIPSB.10-1@getipass.com

ELECTRONIC SUBMITTAL INSTRUCTIONS

The Tollway requires electronic submittals for the Professional Services Bulletin's Statements of Interest. All firms prequalified with the Illinois Department of Transportation (IDOT) are able to transmit their responses to the Tollway's Bulletins by e-mail. To facilitate electronic submittal procedures all respondents to the Tollway's Bulletins will follow the same guidelines as are presently being used at IDOT. This also includes the same unique 2 to 6 character Firm Name Code that has been assigned to all currently prequalified consultant firms. This code is located at the top of IDOT's SEFC Prequalification Page next to the Firm Name. It is also sent with your annual prequalification letter.

If your firm is not prequalified with IDOT and does not have a Firm Name Code, please call Catrice Hardwick at (630)241-6800, Ext. 3853.

1. All electronic submittals must be addressed to SOIPSB.10-1@getipass.com
2. All electronic submittals of your firm's e-mails subject lines MUST read: **SOIPSB10-1, FIRM NAME CODE, ITEM (#'s)**.
*When submitting "Partnership Mentor/Protégé" Team files, please use the Prime's 2-6 character Firm Name Code. When submitting "Joint Venture" team files please, use the **new** Firm Name Code assigned to the Joint Venture.
3. All Statements of Interest to be submitted through the e-mail system must use Adobe Acrobat 5.0 version or greater.
4. The size limitation on incoming e-mails is 3MB. If you exceed this limit, you must separate the contents into multiple e-mails. Identify the number of e-mails being sent (i.e. 1 of 3). Please do not submit part of an Item in one e-mail and another part in the next e-mail. Only those Item submittals that exceed 3MB can be sent in more than one e-mail.
5. Scanned images, color graphics, and photographs which are converted to Adobe Portable Document Files (PDF) can be very large. Therefore, color graphics, photographs and company logo images should not be included in the SOI submittal. Scanned images are discouraged since all of the Forms and Exhibits are available on the Tollway's website. The Word and Excel documents are labeled as follows:
 - Exhibit A.doc
 - Exhibit B.doc
 - Exhibit C.doc = WL.pdf
 - Exhibit D.doc
 -
 - Certification by Principal.doc
 - Certification Disclosure Forms.doc = DS.pdf
 - SOITEAM Spreadsheet.xls = SOITEAM.xls
 - ECP Internship Weekly Sign-in and out sheet
 - Mentor-Protégé Details

Complete the Word documents and then convert them to Adobe PDF for the submittal.

ELECTRONIC SUBMITTAL INSTRUCTIONS (cont.)

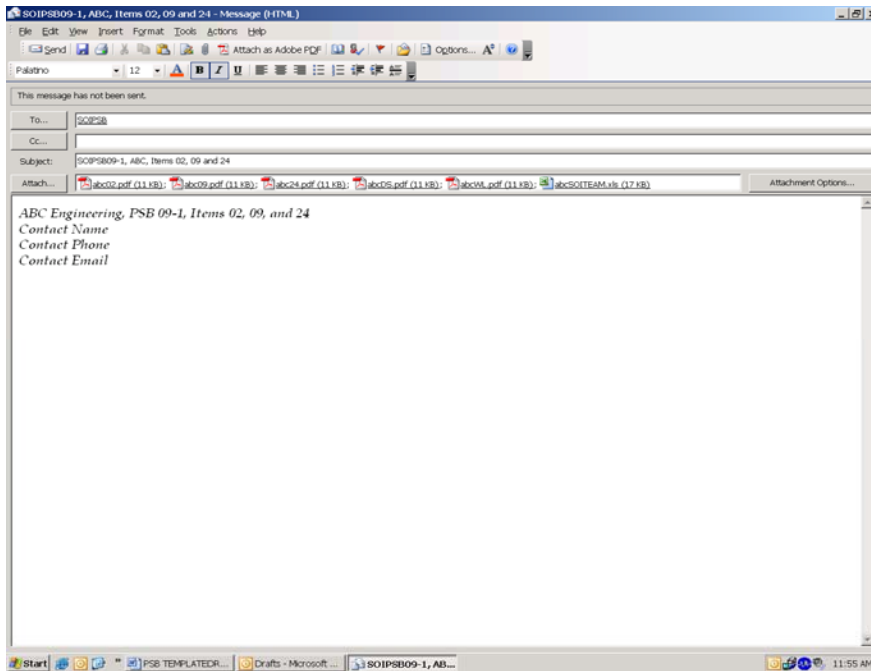
6. Do not send zipped files. They will be rejected and cause your submittal to be denied.
7. SOI e-mails must be received BY 4:30 p.m. local time. Any e-mails or partial submittals received after that time will be rejected.
8. It is important that your e-mail be prepared according to the following instructions. (Note: Engineering is used for example purposes only.)
 - The Subject Line **must** read: **SOIPSB10-1, FIRM NAME CODE, ITEM(#'s)**
 - The first line of your e-mail should indicate your Firm Name, PSB and Item Number(s) on which your firm is submitting. If submitting more than one e-mail due to size, only reference the item numbers included with the e-mail.
 - The second line should list the name and phone number of your firm's contact person.
 - Each attachment must be labeled as indicated below:
 - 1) For each Item on which you are submitting, use your 2-6 character Firm Name Code (this example = abc), immediately followed by the 2-digit Item Number (i.e., 01 through 99).
(Example: abc02.pdf)
 - 2) For your firm's Certification by Principal (Exhibit A), use your 2-6 character Firm Name Code, followed by PRN.
(Example: abcPRN.pdf)
 - 3) For your firm's Disclosure Forms (Exhibit B), use your 2-6 character Firm Name Code, followed by DS.
(Example: abcDS.pdf)
 - 4) For your firm's Current Obligations (Exhibit C), use your 2-6 character Firm Name Code, followed by WL.
(Example: abcWL.pdf)
 - 5) For your firm's SOITEAM Spreadsheet, use your 2-6 character Firm Name Code, followed by SOITEAM.xls. (The firm name for a firm participating in the Mentor Protégé program should use the Prime's 2-6 character Firm Name Code. Firms involved in a Joint Venture should each fill out an SOITEAM spreadsheet with their own Firm Name Code – for this document only. For Joint Ventures; the subject line of each email should utilize the new Firm Name code assigned to the Joint Venture.)
(Example: abcSOITEAM.xls)

DO NOT CONVERT THE SOITEAM SPREADSHEET INTO A .pdf.

9. Signatures must be scanned, then cut/copied and pasted into the appropriate signature blocks. The file (except SOITEAM) must then be converted to a PDF.

E-MAIL INSTRUCTIONS FOR ELECTRONIC SUBMITTAL

*Please review the following e-mail example:



Detail Descriptions of Attachments for electronic submittal:

- abc02, abc09 and abc24 are the Statements of Interest for the submitted Items and must include Exhibit A. Following Exhibit A, include resumes of key management personnel and project staff listed in Exhibit A. If Exhibit B is required, include next, followed by resumes of individuals listed on page 2 of Exhibit B.
- abcPRN is the Certification by Principal. Only one copy of the Certification is required.
- abcDS is the Disclosure Forms. Only one copy of the Disclosure Forms is required. (The word file "Certification Disclosure Forms.doc" includes all certification forms, the Disclosure of Business Operations in Iran and the Delinquent Debt Form.)
- abcWL is the Current Obligation Form (Exhibit C). Only one copy of the Current Form is required. Instructions shown on page one should not be sent.
- abcSOITEAM.xls is the "SOI Team Prime and Sub-consultant PSB 10-1" Spreadsheet. Since the Spreadsheet contains a worksheet for each ITEM only one copy of the SOITEAM.xls file is required.

All required Exhibits can be found on the Tollway's Website.

<http://www.illinoistollway.com>

*This example is an illustration of the use of "Firm Name Code's" and file names. Please follow the Electronic Submittal Instructions regarding e-mail size limitations.

STATEMENTS OF INTEREST

INFORMATION

A. DIRECT LABOR MULTIPLIER

The Direct Labor Multiplier to be used on all projects advertised in the PSB is as follows:

Phase I and II (Studies, Design, and Survey)	2.8
Phase III (Construction Management)	2.8
Program or Project Management	2.5
<ul style="list-style-type: none">• Program Management Office• Program Oversight Monitor• Design Managers• Construction Managers	

B. SALARY CAPS AND PERSONNEL COMPENSATION

Project Management
Project Managers and Principals \$70 per hour

Personnel with specialized expertise required for Project Management, DSE, and CM projects

Personnel brought in as “experts” can bill at a rate not to exceed \$85 per hour with the written approval of the Chief Engineer. These personnel are not assigned to the project as Key Personnel but are available to assist in specific areas of expertise as needed.

C. ESTIMATED CONSTRUCTION COST OF PROJECTS

The estimated construction cost of each project is presented in categories to assist the consultant in determining the relative size of the project. The construction cost category will be included in each Item. The categories are:

CATEGORY	ESTIMATED CONSTRUCTION COST
1	\$0M - \$ 10M
2	\$ 10M - \$ 25M
3	\$ 25M - \$ 50M
4	\$ 50M - \$ 75M
5	\$ 75M - \$100M
6	Over \$100M

STATEMENTS OF INTEREST **INFORMATION**

ALLOWABLE DIRECT COSTS

Allowable direct costs have been updated as of August 1, 2008 and can be found on the Tollway's Website.

(<http://www.illinoistollway.com>)

For information on accessing the Tollway Website please see the last page of this document. The Web-site for State Reimbursement rates is:

http://www.state.il.us/cms/2_servicese_oth/trvlreim.htm

STATEMENTS OF INTEREST **INFORMATION**

ALLOWABLE DIRECT COSTS

08.01.2008

The following costs are allowable when requested by the Department and included in the contract. The costs are allowable when it is customary for the firm to bill for the cost and it can be itemized in the firm's billing and accounting systems.

Per Diem	State Rate (Maximum)
Lodging	State Rate (Maximum)
Air Fare	Coach Rate with 2 weeks advance purchase
Vehicles	
Mileage	State Rate* (Maximum)
Daily Rate (owned or leased the same)	\$45/day (Maximum) Including Tolls
Overtime	Premium portion
Tolls	Actual Cost
Film and Film Processing**	Actual Cost
Overnight Delivery/Postage Courier Service	Actual Cost
Copies of Deliverables and Mylars	Actual Cost
Specific Insurance – required for project	Actual Cost
CADD	Actual Costs (Maximum of \$15.00/Hr)
Monuments – Permanent	Actual Cost
Payment for Newspaper Ads	Actual Cost
Web Site	Actual Cost
Facility Rental for Public Meetings & Exhibits/Rendering & AV Equipment/Transcriptions	Actual Cost
Recording Fees	Actual Cost
Courthouse Fees	Actual Cost
Testing of Soil Samples	Actual Cost
Lab Services (excluding Phase III normal construction inspection such as beam breaks, cylinder breaks, pavement cores) Equipment rental specific for project	Actual Cost
(snooper for bridge inspection, noise meter, etc.)	
Specialized equipment – on an as needed basis with prior approval	Actual Cost
Traffic Systems	Actual Cost
Mobile Phone (for traffic system implementation)	
Telephone Usage (for traffic system monitoring)	
Storm sewer cleaning and televising	Actual Cost
Traffic control and protection	Actual Cost
Aerial photography and mapping	Actual Cost
Utility exploratory trenching	Actual Cost

STATEMENTS OF INTEREST **INFORMATION**

ALLOWABLE DIRECT COSTS

- *website for State Reimbursement Rates
http://www.state.il.us/cms/2_servicese_oth/trvlreim.htm
- **Use of digital cameras verses film cameras is encouraged when firms own digital cameras and the discussion of their use will be part of the negotiations. Film & copies will be reimbursed at actual costs.
- On all agreements authorization after January 1, 2005, "GPS Equipment" is considered tools of the trade.

STATEMENTS OF INTEREST INFORMATION

ALLOWABLE DIRECT COSTS Construction Inspection

Construction Inspection Communications:

Cell Phones (maximum of 3 without additional approval. Personal phones that do not remain on the job site are not allowable)	\$70/month/phone (Maximum)
Radio Communication	Actual Cost
2-way Radio	Actual Cost

Vehicles (Only for Vehicles assigned to project) DAILY RATE ONLY	\$45/day (Maximum) Including Tolls
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The number of days will be calculated as follows:

For extended stay**- Number of days on job site plus one

Day to travel to and from job site

Weekly (hotel) – Number of days on job site plus one day to

Travel to and from job site per week.

Shift Differential

Actual Cost based on
firm policy

**Extended Stay Status applies to individuals on the project over 20 Consecutive working days. The decision whether individuals will stay over the weekend will be made after the Contractor's Schedule is available and shall be made jointly by the Consultant Liaison and the IDOT Resident.

NOTES:

For CSE contracts, beam and cylinder breaks are not reimbursable.

Overtime to employees traveling to and from the site will be allowed depending on the firm's policy and limited to the Tollway's CSE Manual allowance.

STATEMENTS OF INTEREST

SCHEDULE FOR CONSULTANT SELECTION

Task Date Due

- Statement of Interests (SOIs) Due from Consultants July 12, 2010
- SOIs Review Complete July 30, 2010
- Shortlist Selection August 4, 2010
- Shortlisted Consultants Notified for Oral Presentations August 5, 2010
- Shortlisted Consultant/s Oral Presentation August 27, 2010
- Consultant Selection September 1, 2010
- Notify Consultants of Selection September 3, 2010
- Final Proposal/Agreement Due from Selected Consultant October 4, 2010
- Board Approval October 28, 2010
- Notice to Proceed January 1, 2011

Professional Services Bulletin No. 10-1

Item No.	Project No. / County	Description	Page
1	RR-10-9973 Systemwide	Consulting Engineer Services.	A-1
2	RR-10-9974 Systemwide	Traffic Engineer Services.	A-31

1. **RR-10-9973, Consulting Engineer Services**

This project has a 20% D/M/WBE participation goal.

The Tollway requests Consulting Engineer Services as per the Tollway's Trust Indenture. The Illinois State Toll Highway Authority (Tollway), which has been created and derives its power and authority under and pursuant to "An Act in relation to the construction, operation, regulation, and maintenance of a system of toll highways, and to create the Illinois State Toll Highway Authority, and to define its powers and duties, approved August 7, 1967," [605 Illinois Compiled Statutes (ILCS) 10/1 et seq.], requires the services of an independent engineer or engineering firm or corporation having a nationwide and favorable reputation for skill and experience to provide consulting engineering services as the Consulting Engineer for the Tollway.

The Consultant shall propose their method for providing these services as outlined in the attached **REQUEST FOR QUALIFICATIONS CONSULTING ENGINEERING SERVICES**.

CONTRACT TERM:

This contract shall provide for a three (3) year term, with two (2) one-year options to renew, subject to the Tollway's periodic review, approval and satisfaction with the Consulting Engineer's performance and may be terminated by the Tollway at any time upon a stipulated notice period, or extended upon agreement of both parties.

CONTRACT PROVISIONS AND PREQUALIFICATIONS:

Selection of professional consultants by the Tollway is not based on competitive bidding, but on the firms' professional qualifications, related experience and the expertise of key personnel to be assigned to the project.

SUB-CONTRACTING: Sub-contracting areas of pre-qualification is acceptable.

SUB-CONSULTANT SERVICES: If a firm requires a sub-consultant to meet the requirements of an area requiring pre-qualifications as indicated below, the firm fulfilling this pre-qualification requirement must be identified in the Statement of Interest (SOI).

PRE-QUALIFICATIONS: To be considered for this project, firms must be pre-qualified by the Illinois Department of Transportation (IDOT) in:

Highways: Freeways; Roads and Streets

Structures: Highway Bridges- Simple; Highway Bridges- Typical; Highway Bridges- Advanced Typical; Highway Bridges- Complex; Highway Bridges- Railroad Bridges; Highway Bridges- Major Bridges

Special Plans: Traffic Signals; Lighting; Pumping Stations

Special Studies: Location Drainage; Traffic; Signal Coordination and Timing (SCAT); Safety; Feasibility

Location Design Studies: Rehabilitation; Reconstruction/Major Rehabilitations; New Construction/Major Reconstruction

Hydraulic Reports: Waterway- Typical; Waterway- Complex; Pump Stations

Geotechnical Services: Subsurface Explorations; General Geotechnical Services; Structure Geotechnical Reports (SGR); Complex Geotechnical/Major Foundations

Environmental Reports: Environmental Assessment (EA); Environmental Impact Statement (EIS)

Special Transportation Studies: Mass Transit; Railway Engineering

Special Services: Route Survey; Land Survey; Aerial Mapping and LiDAR; Electrical Engineering; Mechanical Engineering; Sanitary Engineering; Architecture; Landscape Architecture; Hazardous Waste; Asbestos Abatement Surveys; Construction Inspection; Quality Assurance Testing; Subsurface Utility Engineering

If the Prime Proposer is not prequalified in all of the categories listed above, they must request, in writing, a waiver of each category in which they are not prequalified and identify the consulting firm on their team who is prequalified in that category.

ORAL PRESENTATIONS

Some or all of the firms submitting SOIs for the project may, at the sole discretion of the Tollway, be required to appear for an oral presentation. The oral presentations, if required, shall be conducted so as to solicit additional information and enable the Tollway to evaluate the capability of the applicable Proposers in providing the desired services. If the Tollway notifies a Proposer that an oral presentation is required, the Tollway shall inform that Proposer of the schedule, order and procedure for the presentation, including its content, time limits,, and use of handouts and visual aids. The Tollway may tape record and/or videotape any presentations. The oral presentations, if any, shall be evaluated by the Selection Committee. Notwithstanding the foregoing, the Tollway emphasizes that it may elect to forego oral presentations for all or some Proposers. Consequently, all SOIs should be comprehensive and clear. No Proposer should rely upon the opportunity to present additional or clarifying information at a later time.

SCHEDULE

This project is scheduled to start in January 2011.

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.

REQUEST FOR QUALIFICATIONS CONSULTING ENGINEERING SERVICES

1.0 PROJECT ASSIGNED:

The Tollway intends to select a Consulting Engineer who will operate as an extension of, and in complete coordination with, the Tollway's staff with respect to all projects which now or in the future are studied, and constructed or operated by the Tollway. To that end, the Consulting Engineer shall be expected to represent and forward the interests of the Tollway throughout all aspects and phases of the Tollway's activities and shall, when and as requested by the Tollway, fully support the Tollway in its dealings with contractors and suppliers, engineers and other consultants, the Tollway's counsel and accountants, the Tollway's Traffic Engineer, the Tollway's Program Manager, rating agencies and underwriters, governmental entities and the public, all in accordance with the highest professional standards. As more specifically described in this RFQ, the Consulting Engineer shall be expected to commit the personnel and resources required to respond promptly and fully to the responsibilities and tasks assigned by the Tollway throughout the term of the Consulting Engineer's performance of the services.

In addition, the Consulting Engineer shall perform the obligations of the "Consulting Engineers" under the Tollway's current Trust Agreements, as amended, and all supplemental, superseding or additional trust agreements (collectively, the "Trust Agreements"). The Tollway has covenanted in Section 709 of the Trust Indenture pertaining to the Illinois State Toll Highway Authority that, until the bonds issued in accordance with the Trust Agreement and the interest thereon shall have been paid or provision for such payment shall have been made, it will employ the "Consulting Engineers" for the purpose of performing and carrying out the duties imposed on it by the Trust Agreement. Those duties are summarized in Paragraph II.A. of the Scope of Services attached hereto as Attachment A, and provide a general listing of the types of obligations the Consulting Engineer will be required to perform under the Trust Agreements.

2.0 SCOPE OF CONSULTANT SERVICES:

The required consulting engineer services will encompass all of the elements of consulting engineering associated with the planning, design, construction, financing, management, coordination, of a toll highway system. The Tollway anticipates that the Consulting Engineer will not be required to prepare detailed design and construction plans, but the Consulting Engineer should be prepared to perform that work if unexpected circumstances cause the Tollway to request it. Further, the Consulting Engineer shall be required to prepare, review, and/or modify project-wide typical standard designs, pavement designs, and standard typical sections as may be required.

For a detailed description of the anticipated consulting engineer services, refer to Attachment A, Scope of Services.

3.0 GUIDELINES FOR SUBMITTING STATEMENTS OF INTEREST:

In addition to the Guidelines for Submitting Statements of Interest on page 11 of this PSB, all exhibits shall include:

Personnel:

The following information should be included in addition to the information requested in Section 3 Personnel - Exhibit A: Proposed Staff information on page 12.

Project Team Matrix and Staffing Plan

The Proposer shall submit a project team matrix which clearly illustrates the key personnel of the organizational structure proposed to accomplish the management, technical, and administrative services required. The Proposer shall identify the Project Principal, the Project Manager, the Deputy Project Managers, and the key technical staff of the team. The firm employing each of these key personnel must be identified.

Project Manager (PM)

The Proposer shall identify and provide detailed relevant information concerning the PM to be assigned to this project for the duration of the Agreement. The successful Proposer shall not be able to substitute individuals for the PM or DPM positions without the Tollway's express written approval. The Proposer should address all measures it intends to take to ensure continuity for these and all other key staff positions. The PM shall be an Illinois Licensed Professional Engineer or hold a similar license in another state and be capable of obtaining a license in Illinois within six (6) months.

Project Principal

The Proposer shall identify and provide detailed relevant information concerning the Project Principal to be assigned to this project for the duration of the Agreement. They shall oversee the Project Manager and shall report to the Chief Engineer.

Key Personnel

The Proposer shall identify and provide relevant information concerning the Proposer's other project management and key technical personnel including the proposed Deputy Project Managers. (These individuals can be the employees of any firm on the team.) Key personnel must include, but not be limited to:

- Design Project Managers
- Construction Project Managers
- Roadway Engineer
- Drainage Engineer
- Electrical Engineer
- Mechanical Engineer

All of the above must be Illinois Licensed Professional Engineers.

Structural Engineer

Must be an Illinois Licensed Structural Engineer.

Environmental Specialist

Knowledgeable in the applicable permitting and Resource Agency regulations.

Urban Planner

Must have a minimum of ten years experience in transportation planning and community relations

Architect

Landscape Architect

Both Architects must be licensed

Information Technology (IT) Professionals

Intelligent Transportation System (ITS) Professionals

Leadership in Energy and Environmental Design (LEED) Professional

The Proposer should also provide information relative to the capabilities and resources of its lead Illinois office, any Illinois branch offices, and a listing of Illinois office personnel by discipline that would be assigned to this project that have not been identified above.

Relevant Project Experience

Consulting Engineering Services - General

Include a minimum of three (3) **relevant** projects of equal or greater complexity accomplished within the past five (5) years, demonstrating the firm's experience in the type of work required for this project. The use of photos is highly discouraged. Photos MAY NOT be sent in e-mail files.

Tollway Projects

Include additional projects which specifically identify and describe the firm's experience related to Tollway projects, including the Illinois Tollway or any other Tollways in the United States. The Proposer should also provide the **total** firm's billings for the past five (5) years in performing typical general consulting civil engineering services on Tollway projects, and briefly identify those projects.

Other Transportation Projects

The Proposer should summarize any relevant experience working with transportation agencies and other governmental bodies operating in this region and/or with which the Tollway regularly works or interacts, including IDOT, the Federal Highway Administration (FHWA), the Environmental Protection Agency, and the United States Army Corps of Engineers.

Trust Indenture or Similar Services

The Proposer should include additional projects which specifically identify and describe the firm's experience related to providing certifications, issuing reports, providing evaluations and otherwise performing services similar to those required of the CE under the Tollway's Trust Indenture requirements. A description of those services is provided in Attachment A, Scope of Services.

Project Management and Coordination Experience

The Proposer must describe its experience in providing project management and coordination services similar to the services required and described in Attachment A: Scope of Services. This description should specifically address the Proposer's record in delivering completed projects on time and on budget.

Cost Estimating Experience

The Proposer must describe its experience in providing cost estimating services similar to the services required and described in Attachment A: Scope of Services for a minimum of five (5) projects. This description should specifically address the Proposer's process for producing accurate cost estimates and the specific methods used in developing the cost estimates.

Include the following for each project identified in the categories above:

Project name.

Project location.

Project manager(s) and key staff.

A brief description of the project and the work performed, including the project's size, complexity, and fee.

Name, address, telephone number, and e-mail address of client contact to serve as reference.

4.0 METHOD OF PAYMENT

The Tollway shall enter into a "Lump Sum" Agreement with the successful Proposer for Trust Indenture services. The Tollway shall enter into a "Cost Plus Fee" Agreement covering the actual hours incurred by the personnel on the project (direct labor) times the Direct Labor Multiplier plus expenses.

5.0 PROPOSER'S ACKNOWLEDGEMENT

By submitting a response to this SOI, each Proposer unequivocally acknowledges that the Proposer has read and fully understands this SOI, and that the Proposer has asked questions and received satisfactory answers from the Tollway regarding any provisions of this SOI with regard to which the Proposer desired clarification. The Principal of the proposing firm is also required to sign and submit the Form: CERTIFICATION BY PRINCIPAL OF SUBMITTING FIRM certifying the information contained in the SOI is true and accurate.

NOTE: This Scope of Services is being provided to the Proposers as part of the RFQ for informational purposes only. The Tollway reserves the right to make reasonable modifications and clarifications to this form prior to its attachment to the Agreement for Consultant Engineering Services to be negotiated between the Tollway and the Consulting Engineers.

**ATTACHMENT A
SCOPE OF SERVICES**

INDEX

CONSULTANT ENGINEER SERVICES

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ATTACHMENT A

SCOPE OF SERVICES

I. Project Description

This project requires professional services of the Consulting Engineer for a wide range of governmental relations, public liaison, technical, management, administrative, maintenance and operational services, advanced project development services, engineering, feasibility evaluation, and planning to assist bringing to completion as expeditiously as possible various projects for the Tollway and to support the operation, maintenance, construction, and evaluation thereof.

The Consulting Engineer will operate as an extension of, and in complete coordination with, the Tollway's staff. To that end, the Consulting Engineer shall be expected to represent and forward the interests of the Tollway throughout all aspects and phases of the Tollway's activities and shall, when and as requested by the Tollway, fully support the Tollway in its dealings with contractors and suppliers, engineers and other consultants, the Tollway's counsel and accountants, the Traffic Engineer, rating agencies, bond insurers and underwriters, governmental entities and the public in accordance with the highest professional standards.

The Consulting Engineer shall provide qualified technical and professional personnel to perform to the highest professional standards the duties and responsibilities assigned under the terms of this Agreement. Unless otherwise instructed by the Tollway, the Consulting Engineer shall minimize to the greatest extent possible the Tollway's need to apply its own resources to assignments authorized by the Tollway. The Tollway, at its option, may elect to expand, reduce, or delete the extent of each work element described in this Scope of Services document, provided such action does not alter the intent of this Agreement.

The Tollway shall request Consulting Engineering services on an as-needed basis. There is no guarantee that any or all of the services described in this Agreement will be assigned during the term of this Agreement. Further, the Consulting Engineer is providing these services on a nonexclusive basis. The Tollway, at its option, may elect to have any of the services set forth herein performed by other consultants or the Tollway's staff.

II. Items of Work to be Included in Contract

The Consulting Engineer's services under this Agreement shall be as described in this Scope of Services, in accordance with the requirements of the Tollway's Design Section Engineer's Manual, as amended by the Tollway, and herein specified. The design criteria and policies, Standard Specifications, materials and construction requirements of the Illinois State Toll Highway Authority shall apply throughout.

The following types of work elements may be assigned under the terms of this Agreement.

A. Responsibilities Under Bond Resolutions and Trust Indenture

The Consulting Engineer shall serve as the Tollway's "Consulting Engineer" as defined and set forth in the Tollway's Trust Agreements, incorporated herein by reference, performing responsibilities of the Consulting Engineers as assigned in the Trust Indentures, the related Bond Resolutions and amending resolutions and supplemental resolution thereto, which are incorporated herein by reference.

These services are described below:

- 1. Consulting Engineer's Annual Report:** The Annual Report shall summarize the major accomplishments of the previous year's operations and shall also discuss the Tollway's current plan for projects. It shall review the major issues facing the Tollway and shall qualitatively discuss how the Tollway is handling them.

The Annual Report shall provide an overview of the coordinated results of the joint field inspections and include information on the general condition of the System with overall recommendations for maintenance required on the Facility. Traffic and Safety statistics obtained from the Tollway's Traffic Division shall be incorporated into this report. Recommendations for insurance coverage to protect against any loss of revenue shall be made during the year. The Annual Report shall restate the Consulting Engineer's insurance recommendations and include a list of current policies and the amounts of coverage.

- 2. Annual Inspection:** The Consulting Engineer shall perform the annual inspection of the Tollway facility utilizing a combination of Tollway personnel, the Engineering Consultant's personnel, any Subconsultants, and other consultants to the Tollway. Each of these entities shall be responsible for the inspection of various elements of the Tollway Facility. The Consulting Engineer shall assist in coordinating the work of these entities.

Upon completion of all inspection the Consulting Engineer shall compile, review, and coordinate the inspection results for presentation in a report for each of the eleven Maintenance Sections. Each report shall provide a condition summary of the Tollway Facility and recommendations for addressing problem areas or deficiencies found during the inspection.

Field inspections performed on roadway, drainage structures, bridges, Tollway buildings, toll plazas and facilities, constitute the majority of the effort required in support of the annual inspection and report. The Consulting Engineer shall submit a schedule of inspections and report submittals for the Tollway approval at the beginning of the year.

The Consulting Engineer shall meet with the Tollway personnel to perform the joint annual inspection. The objectives of the inspection are, first, to document the physical condition of the Tollway Facility, and second, to identify potential problem areas. When problems are found, for action by the Tollway's Maintenance Section Manager at the Maintenance Section, in accordance with a ranking priority for each item identified. The Consulting Engineer will estimate the amount of work required and provide this information to the Maintenance Section Manager.

3. **Tollway Meetings, Budgets, and Insurance Review:** The Consulting Engineer shall attend and participate in Tollway meetings. These meetings shall include program review, board meetings and special meetings on a number of topics, which are not project specific. The coordination and discussion which occurs at these meetings shall intend to keep the Tollway advised of the Consulting Engineers activities and resolve issues that occur.

Perform the budget review services in accordance with the requirements of the Trust Indenture. Upon evaluation of the initial draft of the proposed budget and review of the revenue collections and expenditures to date with projections for the remainder of the year, the Consulting Engineer shall make recommendations for acceptance or revisions. The Tollway will prepare and issue Monthly Financial Highlight Reports which contains the status of all current accounts in the budget. The Consulting Engineer shall review the reports to make sure that the requirements of the Trust Indenture are satisfied. The Consulting Engineer shall make recommendations for fund allocation to the Renewal and Replacement Account based on the requirements of the existing System and the Consulting Engineer's assessment of its condition.

Participate with the Tollway in meetings to review the new budget and the projects it contains.

4. **Insurance Review:** The complete infrastructure of the Tollway System shall be reviewed, inventoried, and valued in order to determine the replacement cost for significant components of the infrastructure. Each lane mile increase, interchange or ramp widening shall be accounted for in order to develop Replacement Cost values for insurance purposes.

The Consulting Engineer shall review and recommend insurance coverage to be maintained by the Tollway.

5. **Fund Allocation Analysis:** Review the financial operations, then during the year, develop recommendations for fund allocation adjustments between the Renewal/Replacement and Improvement Program.
6. **Certification:** When requested by the Tollway, issue various certifications of project costs, replacement costs for facilities, various stages of project completion, construction expenses and major improvement deposits to support the sale of bonds.

7. **Legal Assistance:** Furnish information to be used in the defense of lawsuits brought against the Tollway or to provide back-up material for suits and countersuits initiated by the Tollway's General Counsel.
8. **Permit Review:** When requested by the Tollway, provide services to assist the Tollway in the review process prior to the approval of a permit by the Tollway's Board of Directors.

These responsibilities are defined further in the Amended and Restated Trust Indenture, effective March 31, 1999.

B. Technical and Administrative Assistance

The Consulting Engineer may be authorized to provide technical and administrative project support to the Tollway by:

1. Attending meetings of the Board of Directors of the Tollway, meetings of the Committees of the Board, Board and/or staff workshops, and regularly scheduled and special staff meetings.
2. Developing, implementing, and maintaining a document control and a filing system which shall govern the distribution and file copies of all program-related correspondence, reports, plans, technical data, etc. of the Consulting Engineer. Said system shall be subject to the Tollway's approval. Program/project files shall be transferred to the Tollway upon completion of the work or as otherwise directed by the Tollway.
3. The Consulting Engineer may be required to provide personnel capable of providing technical support for a Client/Server Sequel (SQL) database system that tracks capital budget, all engineering projects, board resolutions, pay estimates, invoices, etc. The Consulting Engineer will be responsible for managing relational data, setting data workflows, retrieval, reporting and analysis. The system must be able to work with data accessed over web-based services.

The Consulting Engineer may be required to provide personnel capable serving as a liaison on all projects including those with an Information Technology focus. The consultant may assist in monitoring Requests for Proposals, evaluating, and overseeing Information Technology studies. Expertise in networking (Cisco routers, NT, Microsoft MCSE) required as well as expertise in telecommunication systems. The Tollway's Information Technology department (IT) includes full telecommunication support of an Tollway-wide Private Branch Exchange (PBX) system, microwave system, 800 MHZ radio system, and multiple T1 connections, as well as control of extensive fiber installations.

In addition to working on current projects, the consultant may assist in identifying additional projects related to IT. Review and oversight of the

Information Technology department's planning processes, project management processes, and disaster recovery preparation may be part of the consultant's services.

The Consulting Engineer may also be required to have staff proficient in Geographic Information System (GIS) and Traffic Incident Management System (TIMS). The Tollway may require the consultant to provide comprehensive services for assistance in the design, review, and implementation of GIS and TIMS. The consultant may be required to provide such GIS proficient staff to be located at the Tollway's offices in order to oversee GIS and TIMS technology implementation.

They should be experienced in, but not limited to GIS related software such as: Environmental Systems Research Institute, Inc. (ESRI), Intergraph, MapInfo, and Bentley Systems.

The consultant should be prepared to provide the previously stated technical expertise and support staff on-site upon request by the Tollway. This expertise and/or support may be sub-contracted through the consultant contract.

4. Analyzing claims against the Tollway arising out of a project or work thereon, and provide support as required to effect the resolution of such claims.
5. Furnishing testimony in hearings, condemnation proceedings or other litigation, and preparing trial exhibits.
6. Representing the Tollway at regional meetings task teams, Tollway technical and staff meetings, agency coordination meetings, Technical Work Group meetings with IDOT and/or other parties and other meetings of governmental or quasi-governmental bodies, as requested by the Tollway.
7. Representing the Tollway before civic, charitable, homeowners' or similar groups which request a speaker to discuss the Tollway's planned or ongoing activities.
8. Generating slides, graphs, photographs, charts, computer or audio/visual presentation, or other presentation aides for the Tollway, together with papers, reports, news releases and similar items.
9. Monitoring costs of the Tollway's projects and/or operations and notifying the Tollway when budgetary issues arise.
10. In addition to the Consulting Engineers obligations to fully review the consultants' work product prior to phase submittals to the Tollway and/or other parties, performing general review, coordination, and liaison work among the Tollway, design section engineers, IDOT, FHWA, interested

public or private entities, and local governments to achieve efficiency and continuity in project planning design and construction.

11. Apprising the Tollway's staff, consultants and/or Board of Directors of recent or innovative developments, trends or significant issues regarding tollway design, financing or operation that may be applicable to the Tollway.
12. Assistance in developing the Tollway's Annual and Multi-Year Program for Renewal/Replacement and Improvement Projects.
13. Reviewing and updating programs to maintain logical and realistic short- and long-term strategies for the rehabilitation/reconstruction of various Tollways.
14. Certifying that the Tollway's treatment plants conform to the IEPA regulations.
15. Providing support to the Tollway for fiber optic and microwave projects relating to design review and implementation of these communication system projects.
16. Providing support services to the Business Systems Division for the IPASS Program and the Toll Collection Equipment Replacement Program along with general support to closed circuit surveillance television and toll collection field problems.
17. Providing support services during the preparation of Request for Proposals and development of plans and specifications to support Information Technology Department, Operations and Customer Support. At the request of the Tollway, the Consulting Engineer shall provide support services during the implementation phase of the fiber optic network, the Synchronous Optical Network (SONET) equipment and other related projects.
18. Providing assistance in the review of software development and integration of new computer based systems in the Tollway's Toll Collection Equipment Replacement Program. Also provide assistance to various Departments and Divisions to evaluate and recommend new technologies for implementation and to identify system needs for accommodating these technologies.

The Consulting Engineer shall provide general engineering advice and assistance to the Tollway, the selected design section engineers, and construction managers in regard to the design and construction of the applicable projects, as well as to the designated "General Counsel" of the Tollway, in connection with all legal matters, duties, and services required in designing, constructing, maintaining or operating the projects.

The Consulting Engineer will be responsible for the transportation, care, cataloging and maintenance of the Tollway's original construction documents. These documents

consist of all the record plans for the construction of the Illinois Tollway System. The documents currently occupy approximately 2,000 square feet. With this task, the Consulting Engineer will also be responsible in furnishing full size copies of record drawings at the request of the Tollway or to a Design Section Engineer with the Tollway's approval. The request will include the contract number, drawing number, and the Consulting Engineer shall have no more than five (5) working days to provide the copy.

C. Contract Support

Assist the Tollway in undertaking special projects, assignments, and studies including, but not limited to collecting data for submittal to governmental bodies, professional organizations, and other entities or the public.

Develop a transition plan to be implemented upon termination of the Agreement with the Consulting Engineer so as to ensure a smooth, efficient and uninterrupted transition to any successor Consulting Engineer.

1. Assist the Tollway in:
 - a. Developing scope of services, special contract provisions, and project concept reports.
 - b. Developing Requests for Qualifications/Proposal(s)/scope packages.
 - c. Preparing estimated staffing requirements and estimates of costs for proposed services.
 - d. Developing milestone schedules of overall time relationships authorized for the performance of services and coordination between various entities that are to be involved in a project.
 - e. Preparing for, coordinating, and/or conducting scope of services, meetings and preparing official minutes.
 - f. Review and provide comments on consultant technical proposals, responses, and letters of interest.
 - g. Analyzing, interviewing, evaluating and negotiating with proposed or current consultants.

2. Assist the Tollway in:
 - a. Reviewing and determining the validity of consultant claims for extra work, extensions of time for performance of services and other claims.
 - b. Developing and issuing Requests for Qualifications/Proposal(s) for supplemental services.
 - c. Developing and processing of Requests for Supplemental Services/Supplemental Agreements/Charge Orders to obtain the Tollway's internal approvals for consultant performance of supplemental services.
 - d. Reviewing and evaluating of appropriateness of consultant submitted fee proposals for supplemental services.
 - e. Developing, reviewing and documenting supplemental agreements for extra work or amendments such as extensions of time for performance of services.

- f. Reviewing, evaluating and approving consultants' requests for payment.
- g. Developing and implementing procedures for consultant involvement in providing contractor shop drawings review and design services during construction.
- h. Monitoring consultant performance of services to establish adequacy relative to contract intent.
- i. Preparing consultant termination agreements or certificates of completion and obtaining release and waiver of liens and claims.
- j. Developing and implementing CADD standards for electronic file submissions of designs developed by other design engineers.

The Consulting Engineer shall use Microstation CADD file tape and other materials and documents submitted by the various consultants with their pay estimates, as required, to assist in verifying the percentage of completion of the work for which payment is being requested. The Consulting Engineer shall keep and safeguard these tapes to provide an up-to-date alternative work progress record for the project contract plan development of each project development discipline.

- 2. Assist the Tollway in the development and implementation of:
 - a. Standardized scopes of services normally solicited from consultants.
 - b. Standardized language applicable for scope of services normally obtained by the Tollway that can be utilized by Tollway personnel in preparing contract packages.
 - c. Assist the Tollway in undertaking special projects, assignments, and studies.
 - d. Collecting data for submittal to governmental bodies, professional organizations, and other entities or the public.
 - e. Developing guidelines for professional liability insurance requirements of consultants.
- 3. Assist the Tollway in establishing controls and reporting systems to:
 - a. Schedule, track and monitor status of professional contracting activities.
 - b. Provide and/or obtain subcontract advice on technical matters requiring specialized skills, techniques, or equipment.
- 4. Assist the Tollway in Information Technology-Related Functions, such as:

The Consulting Engineer may be required to provide personnel capable of serving as a liaison on all projects including those with an Information Technology focus. The consultant may assist in monitoring Requests for Proposals, evaluating, and overseeing Information Technology studies. Expertise in networking (Cisco routers, NT, Microsoft MCSE) required as well as expertise in telecommunication systems. The Tollway's Information Technology department (IT) includes full telecommunication support of a Tollway-wide Private Branch Exchange (PBX) system,

microwave system, 800 MHZ radio system, and multiple T1 connections, as well as control of extensive fiber installations.

In addition to working on current projects, the consultant may assist in identifying additional projects related to IT. Review and oversight of the Information Technology department's planning processes, project management processes, and disaster recovery preparation may be part of the consultant's services.

The consultant should be prepared to provide the previously stated technical expertise and support staff on-site upon request by the Tollway. This expertise and/or support may be sub-contracted through the consultant contract.

D. Project Development

The Tollway intends to assign various tasks to the Consulting Engineer regarding general mobility planning and the study and evaluation of potential tollway projects and other Advanced Project Development services. The Tollway anticipates that portions of these services shall be assigned to the Consulting Engineer for it to perform in-house while other services shall be outsourced to other Consulting Engineers, environmental engineers or other providers to be performed under the Tollway's supervision. Generally speaking, the Tollway intends that corridor studies and preliminary feasibility work will be outsourced with coordination of both the Consulting Engineer and the Traffic Engineer. Preliminary traffic and revenue studies and investment grade feasibility studies will be by the Traffic Engineer.

The Consulting Engineer may be authorized to perform the following services:

1. Mobility Planning

Assist the Tollway in attending meetings of governmental and quasi-governmental bodies engaged in mobility planning and/or coordination, representing the Tollway's interests at said meetings, and promptly and accurately reporting any significant developments or information to the designated individual(s) at the Tollway. The Consulting Engineer may be requested to attend the meetings of the following entities on behalf of the Tollway:

- Chicago Metropolitan Agency for Planning (CMAP)
- Rockford Metropolitan Agency for Planning (RMAP)
- Regional Transportation Agency (RTA)

2. Feasibility Evaluation

Assist the Tollway in:

- a. Evaluating the economic feasibility of proposed tollway projects, including the preparation, review and/or evaluation of traffic models and forecasts, traffic and revenue trends, capacity analyses and projected toll revenue forecasts.
- b. Evaluate corridor studies or preliminary feasibility studies.
- c. Submitting and reviewing design traffic and coordination with IDOT, CMAP, RMAP, and RTA.
- d. Review interchange justification/modification reports.
- e. Determining vehicle count and classification data.
- f. Informing the public of the status and impact of projects.
- g. Preparing Project Concept Reports.
- h. Determining the most appropriate method of project acquisition whether it be by conventional design and construction, a privatized exclusive development agreement, or other project delivery system.

3. Permitting Support

Assist the Tollway by providing all necessary permitting support including:

- a. Preparing and/or reviewing and providing written comments on permit requirements.
- b. Preparing or overseeing permit packages to include drawings and data that are provided by design section engineers or its own forces.
- c. Assisting in expediting the permit application/approval process.
- d. Providing an inventory of environmental permits, permit requirements, permitting schedule, and permit preparation support.
- e. Coordinating permit schedule with project schedule.
- f. Assisting in the review of plans and special provisions for regulatory environmental compliance.
- g. Reviewing plans, special provisions, and construction activities for permit compliance.

4. Surveying and Mapping

The Consulting Engineer shall provide professional staff to advise and confer with the Tollway in the performance of professional surveying and mapping functions in the support of the Consulting Engineer's Advanced Project Development obligations, and may be authorized to perform the following:

- a. Review, coordination, and manage the work of surveying and mapping consultants.
- b. Review and provide written response on the adequacy of all location/design surveys.
- c. Advise and consult on questions of surveying and mapping with respect to project intent.
- d. Incidental survey work as required.
- e. Monitor surveying and mapping consultants's performance of services to determine adequacy of work performed relative to contract intent.

- f. Advise and consult on questions of surveying and mapping with respect to the construction of the applicable project.
- g. Provide surveying and mapping support services as required.
- h. Establish and maintain a record keeping system and archives.
- i. Meet and coordinate with public officials of government agencies, developers, and civic groups as required.
- j. Provide management services necessary to coordinate, plan, direct, and control the surveying and mapping program.
- k. Manage the contracts associated with the surveying and mapping program in accordance with the Tollway's surveying and mapping procedures and directives.

5. Environmental Management

The Consulting Engineer may be required to furnish expertise in the following areas to provide management and support to the Tollway, its General Counsel and consultants, in furtherance of the Consulting Engineer's Advanced Project Development obligations:

Wetlands, ecology, botany, biology, chemistry, geology, hydrology, historical conditions, archaeology, engineering, noise analysis, air analysis, social and cultural analysis, wildlife ecology, hazardous materials, traffic analysis, landscape architecture, Leadership in Energy and Environmental Design (LEED), renewable energy, and any others necessary to evaluate proposed Tollway projects.

6. Environmental Permit Support

- a. Manage, direct, and coordinate the Tollway's environmental permitting activities necessary to properly evaluate proposed tollway projects.
- b. Determine and evaluate environmental permit status and production schedules.
- c. Identify permit conditions and their potential effects on the development of the construction documents.
- d. Monitor compliance with permit conditions and requirements during construction maintenance.

7. Contract Management

- a. Managing contracts associated with the environmental management program in accordance with the Tollway's and, if applicable, IDOT's policies, rules and procedures.

8. Pavement Specialists

- a. The Tollway has contracted with a Pavement Specialist consultant to develop a Pavement Management System. Accurate data input to this system is crucial. The Pavement Management System will be used for predicting pavement life, and programming. The Consulting Engineer shall retain the Tollway contracted pavement specialist

consultant, as a sub-consultant for processing data, QC/QA of data collection, and performing analyses utilizing the Pavement Management System to assist the Consulting Engineer with their duties.

8. GIS

- a. The GEC may also be required to have staff proficient in Geographic Information System (GIS) and Traffic Incident Management System (TIMS). The Tollway may require the consultant to provide comprehensive services for assistance in the design, review, and implementation of GIS and TIMS. The consultant may be required to provide such GIS proficient staff to be located at the Tollway's offices in order to oversee GIS and TIMS technology implementation.

They should be experienced in, but not limited to GIS related software such as: Environmental Systems Research Institute, Inc. (ESRI), Intergraph, MapInfo, and Bentley Systems.

E. Right-of-Way and Utilities

The Tollway intends that the Consulting Engineer shall be authorized to undertake significant tasks in-house and supervise various outsourced assignments regarding the Tollway's identification, acquisition and management of necessary right-of-way and its relocation of utility, railroad and other facilities.

The Consulting Engineer may be authorized to perform the following services:

1. Professional Right-of-Way Services Management

a. Production Manager

Developing and maintaining detailed scheduling and cost control plans and activities; reporting production progress; cash and parcel production forecasting; developing short and long range plans for right-of-way parcel production and expenditures; preparing right-of-way certifications.

b. Contract Management

Managing the contacts associated with the right-of-way program in accordance with the Tollway's and, if applicable, IDOT's right-of-way procedures.

c. Litigation Support

Providing testimony at eminent domain proceedings; providing assistance to the Tollway or its General Counsel, including providing testimony and responding to interrogatories; preparing trial exhibits.

2. Surveying and Mapping

The Consulting Engineer shall provide professional staff to advise and confer with the Tollway in the performance of professional surveying and mapping functions in the support of the Consulting Engineer's Right-of-Way and Utilities obligations.

The Consulting Engineer may be authorized to perform the following:

a. Right-of-Way Mapping

- aa. Review, coordinate, and manage the work of surveying and mapping consultants.
- bb. Review and comments on the preparation of consultant right-of-way mapping completion; review and comment on the preparation of consultant legal descriptions; review and comment on the preparation of consultant appraisal sketches; based on such review, recommend acceptance and approval by the Tollway of said items.
- cc. Develop surveying criteria and direct and coordinate the activities of the surveyors in the performance of professional services related to right-of-way surveys, preparing plats and legal descriptions for right-of-way parcels, establishing benchmarks and benchmark loops, performing and setting control survey lines and monuments as required to supplement work already accomplished by others; and provide reviews of the right-of-way plats and descriptions for completeness and general conformance with the project requirements.
- dd. Using field information provided by the surveyors and others, prepare preliminary right-of-way maps showing existing right-of-way corner ties, as required to supplement work already accomplished by others; if right-of-way maps have been prepared by IDOT or others, verify the centerline alignment for use by the section engineers and the surveyors; provide the surveyors with the verified centerline alignment and required right-of-way widths to allow for horizontal control layout and right-of-way surveys, where required.
- ee. Advise and consult on questions of surveying and mapping with respect to project intent.
- ff. Incidental survey work as required.
- gg. Monitor surveying and mapping consultants' performance of services to determine adequacy of work performed relative to contract intent.
- hh. Advise and consult on questions of surveying and mapping with respect to the acquisition of property interests for the project.
- ii. Provide surveying and mapping support services as required.
- jj. Supervise, coordinate, and prepare the final right-of-way maps.
- kk. Establish and maintain a record keeping system and archives.

- ll. Meet and coordinate with public officials of government agencies and civic groups as required.
 - mm. Provide management services necessary to coordinate, plan, direct, and control the surveying and mapping program.
 - nn. Manage the contracts associated with the surveying and mapping program in accordance with the Tollway's surveying and mapping procedures and directives.
- b. Utility/Railroad/Other Relocations
- aa. Establish criteria for and the format of the applicable project plans, specifications and contract documents for utility relocations or adjustments.
 - bb. Perform review, coordination, and liaison work among the Tollway, IDOT, design section engineers, interested public or private entities, and local governments to achieve efficiency and continuity in project public and private utility relocation and adjustment planning and design.
 - cc. Prepare utility/railroad/other schedule and coordinate with project schedule all adjustments and relocations.
 - dd. Review design consultants' preparation of utility/railroad/other relocation drawings.
 - ee. Confer/coordinate with utility/railroad companies, cities, counties, transit lines, electric companies, telephone, telegraph and cable companies, gas line companies, water supply and sewerage districts, drainage, irrigation and flood control districts, and other entities regarding proposed and existing crossings, abandonments, closings and/or relocation of facilities and assist the Tollway in the negotiation of agreements/permits.
 - ff. Attend coordination meetings with involved public or private agencies during utility relocation and adjustment and final project design and construction plan development to discuss such items as permanent or temporary easements, right-of-way, detours, temporary crossings, etc.; advise the Tollway on engineering concerns or possible solutions for items discussed at those meetings.
 - gg. Perform regular review of utility relocation and adjustment plans for conformance with the requirements of the project construction.
 - hh. Assist the Tollway in the process of bidding and award of utility adjustment contracts, if necessary.
 - ii. Evaluate utility/railroad/other proposals and cost estimates for relocation work.
 - jj. Provide inspection and record keeping for relocation of activities.
 - kk. Prepare the necessary documents to certify that utilities/railroad/other conflicts are clear.
 - ll. Provide coordination with design and construction for utilities.
 - mm. Review payment requests received from utility companies and other entities for design services and construction expenses

incurred in utilities relocations and adjustments and prepare appropriate recommendations to the Tollway.

- nn. Maintain an ongoing and up-to-date comparison of actual to budgeted relocation costs; promptly notify the Tollway when material deviations between actual and budgeted relocation costs occur.

F. Plans, Specification and Estimates Management

The Tollway intends that the Consulting Engineer shall be authorized to undertake significant tasks in-house and to supervise various outsourced assignments regarding the preparation of Plan, Specifications and Estimates (PS&E) for the Tollway's projects. The Tollway may request that the Consulting Engineer prepare the PS&E for the Tollway's smaller, Renewal/Replacement and Improvement projects.

The Consulting Engineer may be authorized to perform the following:

1. Management
 - a. Project Management
 - aa. Provide professionally qualified individuals to perform project management, including planning, scheduling, directing and controlling project activities from concept development through the completion of construction of a project. Persons assigned to oversee Registered Professional Engineers are themselves to be Registered Professional Engineers in the State of Illinois, unless the Tollway provides a variance in its discretion.
 - b. Project Development Services
 - aa. Manage the development and review of Plans, Specifications and Estimates (PS&E) documents including, but not limited to, engineering reports and all environmental documents.
 - bb. Review, critique and recommend project limits of work for each design section package.
 - cc. Develop conceptual design documents, including project design criteria, that form the basis of the preliminary engineering and design contract section packages.
 - c. Project Control Services Support
 - aa. Establish and monitor project scheduling requirements and major milestone events for engineering/construction activities such as the following:
 - PS&E
 - Design

- Surveying and Mapping
 - Right-of-way
 - Environmental
 - Permits
 - Utility and railroad relocations
 - Construction
- d. Evaluate and validate consultant submitted schedules and their overall compliance with project milestone objectives.
 - e. Evaluate physical progress of design activities versus schedule progress, and report significant variances; recommend strategies to address any such variances.
 - f. Prepare and issue periodic status reports on project progress and document problems and delays.
 - g. Prepare engineering estimates.
 - h. Assist in preparing or prepare comparative cost estimates.
 - i. Claims analyses.
 - j. Level of work efforts (man-hour estimates).

2. Design Support

- a. Review and comment in writing on the preparation by design section engineers of engineering reports, design, plans, specifications and construction documents at normal phase submittals as required by the Tollway's procedures and for special submittals that are or may be established for Tollway projects and of preliminary and final estimates of construction costs. Based upon such reviews, address the adequacy of such design, reports, plans, specifications and estimates, and, if appropriate, recommend acceptance and approval by the Tollway thereof.
- b. The Consulting Engineer's review will consist of general quality assurance/quality control oversight, including checking for and commenting on the format, adequacy, and economy of design and conformance with the project requirements, design criteria, master plans, standards, policies, specifications and special provisions. The various consultants shall be responsible for the accuracy of their respective engineering and technical work; nonetheless, the Consulting Engineer shall be expected to have performed its review with sufficient thoroughness so as to minimize defects and errors prior to phase submittals to the Tollway, IDOT, FHWA and/or other parties reviewing same. Formal reviews are anticipated to occur at approximately 30 percent, 60 percent, 95 percent, and final.
- c. When required, provide the Tollway with engineering support staff to serve as the Tollway's drainage engineer, structural engineer, CADD manager, geotechnical engineer and other Tollway staff as needed.
- d. Review design development compliance with approved project design criteria.
- e. Provide value engineering analysis and serve on value engineering teams when requested.

- f. Advise and consult on questions of engineering with respect to project design intent.
- g. Review and provide written response regarding the development of design and construction comparative cost estimates.
- h. Assist in expediting and obtaining necessary permits, utility clearances, and other authorizations required for advertisement for construction.
- i. Assist in evaluation and preparation of revised supplemental environmental documentation.
- j. Advise and consult on questions of engineering with respect to the construction of the project.
- k. Accomplish incidental design activities as may be required and authorized.
- l. Review for completeness and provide written response as to the applicability of construction contract special provisions and special specifications.
- m. Assist in the development and updating of special provisions, special specifications, and plan general notes; review current IDOT special provisions and comment on need to include same in the Tollway's contract documents.
- n. Provide special engineering services including special studies and economic advisory analytical services.
- o. Provide, review and/or design when required typical section package and pavement design for approval.
- p. Provide, review and/or design when required pavement coring and recommendations for pavement design.
- q. Provide geotechnical advisory support services, where authorized.
- r. Acquire and manage subcontract services to obtain supplemental support, as authorized when not provided by design consultants.
- s. Provide communications to and for public awareness.
- t. On an as-needed basis and if directed by the Chief Engineer of the Tollway, review shop and erection drawings as submitted by design consultants and/or contractors to require timely processing by the design and/or consultant.
- u. Provide quality assurance reviews of the design consultants implementation of their quality control plan.
- v. Confer/coordinate with state, county, municipal and other legal authorities having jurisdiction regarding the crossing, closing and/or relocation of expressways, roads and streets and participate in negotiations of agreements covering such crossings, closings and/or relocations.
- w. Review or, when requested, prepare general notes, specifications and special provisions to project plans.
- x. Review and assist in development of stage construction layouts based on the following technical parameters:
 - Engineering analysis, including temporary drainage.
 - Traffic capacity analysis.
 - Traffic access and service analysis.

- Transportation economics analysis.
 - Construction and traffic control cost analysis.
 - Traffic and construction safety analysis.
 - Final construction plan compatibility.
- y. Develop or review a roadway, toll plaza and structures foundation soil boring location plan depicting the approximate station, offset, and depth for each soil boring, as well as providing or reviewing criteria for obtaining soils samples and performing analyses of samples procured under this program; prepare a schedule of appropriate geotechnical laboratory tests and review results; and perform or review pavement thickness design for the applicable project based upon results of geotechnical investigations as may be appropriate for varying geologic foundation conditions, laboratory testing results, and projected vehicle weights and volumes for the design year.
- z. Develop geometric and design criteria to establish uniform practices to be followed by the section engineers for acquiring design survey information and perform construction plan preparation for the applicable project; assemble existing plans and prepare supplemental details for use as standard or guide plans for payment, drainage, structures, traffic interchange facilities, appurtenances, all subject to the approval of the Tollway; and furnish a copy of these assembled standards to the section engineers, and to others as directed by the Tollway.
- aa. Furnish topographic data used in the development of the project's Engineering Report, as may have been revised through the use of recent IDOT or other topographic mapping and/or aerial photogrammetry, to the design section engineers for their use in the development of base maps for the preparation of final construction plans; provide design section engineers the verified centerline alignment, and the preliminary profile grades which were used in the development of the Engineering Report.
- bb. Using the base maps prepared by the design section engineers, review or, when requested, design and prepare a signing master plan which will depict required guide signs, showing the text and approximate sign locations.
- cc. Using base maps prepared by the design section engineers, review or, when requested, design and prepare a roadway illumination master plan which will depict the approximate locations for roadway and underbridge lighting; identify load center locations and indicate where transverse conduits should be placed to provide electrical service to toll plazas, to future median roadway illumination, and to electrical load distribution centers.
- dd. Provide the Tollway with monthly reports of progress and a summary of key decisions that have been made or need to be made.
- ee. Review and recommend approval of the pay estimates, schedules and progress reports submitted by the design section engineers, construction managers, and other design consultants performing work for the applicable projects.

- ff. Issue certifications of completion for work completed by the design section engineers, construction managers, and other design consultants, including recommendation for final payment for services rendered.
- gg. Develop an artistic trailblazer sign design for use in guiding patrons to the applicable project from surrounding roadway systems, for review and approval by the Tollway.
- hh. Perform design reviews and assist in the procurement for the Automatic Vehicle Identification System/Electronic Toll and Traffic Management System and the Violation Enforcement System (VES) as currently existing and subsequently modified and, on an as-needed basis, assist in managing the implementation and/or installation thereof in accordance with design requirements and schedule.
- ii. Consider and notify the Tollway of alternative Intelligent Transportation Systems technologies which may enhance the safety, efficiency or overall operation of one or more of the Tollway's projects.

3. Environmental Management

The Consulting Engineer may be required to furnish expertise in the following areas to provide management and support to the Tollway, its General Counsel and consultants:

Wetlands, ecology, botany, biology, chemistry, geology, hydrology, archaeology, engineering, noise analysis, air analysis, social and cultural analysis, wildlife ecology, hazardous materials, traffic analysis, landscape architecture, Leadership in Energy and Environmental Design (LEED), renewable energy, and any others necessary to manage the following program areas by the Tollway.

The Consulting Engineer may be authorized to:

- 1. Manage, direct, and coordinate the Tollway's environmental permitting activities necessary for the preparation of the PS&E and to allow project design to advance to construction.
- 2. Monitor environmental permit status and production schedules.
- 3. Identify permit conditions and their effects on the development of the construction documents. The effects or impacts shall be brought to the attention of the designer of record, for his/her further action, through the Tollway's designated representative.
- 4. Monitor compliance with the permit conditions and requirements during construction and maintenance.
- 5. Prepare environmental certificates and checklists necessary to document compliance with PS&E requirements.
- 6. Special or Hazardous Waste Management Plan:
The Consulting Engineer shall review and edit the management manual developed by the Tollway for the Tollway's personnel. The manual has two parts: Part One outlines a plan to identify, quantify and dispose of existing stored waste; and Part Two is a plan to manage cycles, classification, sources and amounts of

hazardous wastes at each facility. The Consulting Engineer shall update the manual and will advise the Tollway on proper techniques for the disposal of waste generated at any facility for a period which exceeds the regulatory limitation for generators (generally 90 days).

The Consulting Engineer shall also perform assessments of suspected hazardous sites. The purpose of the Site Assessment is to support the Tollway in developing plans to identify, quantify and dispose of hazardous wastes found within the Tollway Facility in the course of routine maintenance activities. The scope of the assessment services will be:

- a. Identifying areas of concern. This effort is likely to be spent in areas where concerns have been reported. Those areas may be where oil or wastes pipelines go through the Tollway's right of way and/or storage tanks have been buried.
- b. Develop a record keeping system.
- c. Developing a sampling and then testing program to be performed by outside testing laboratories. This effort is to determine the nature of the hazardous wastes and the extent of the contaminated areas.
- d. Developing a recommended work action plan.
- e. Providing assistance to the Tollway on an as-requested basis.

7. Environmental Studies:

As requested by the Tollway, the Consulting Engineer shall screen new projects for potential natural resources and environmental permit involvement. This will include review and comment on environmental and conceptual studies developed by the Tollway's DSE's. The Consulting Engineer must also be qualified to perform, at the Tollway's direction, wetland and threatened and endangered species investigations.

G. Coordination of Construction Management Services and Administrative Requirements

The Tollway intends that the Consulting Engineer will perform certain construction management services, either operating independently or in supervision of the construction managers selected for the applicable project by the Tollway. Generally speaking, the Tollway intends that the Consulting Engineer, utilizing its own managers and staff, shall assist in the evaluation of, and generally oversee, contract awards and amendments, closely monitor, coordinate and track construction costs and progress, promptly notify the Tollway when costs or progress deviate from project budget or schedule, and evaluate and recommend strategies to address any such deviations.

The Tollway currently has retained a construction manager for each of its projects under construction, and anticipates that the Consulting Engineer's

principal role will be the review of the current and future construction managers. However, the Consulting Engineer should be prepared to provide construction management services to the Tollway if one of said construction managers defaults or if the Tollway elects to forego retaining construction managers due to the modest size of a project or for any other reason. The Consulting Engineer may be authorized to perform the following construction management services:

1. Provide professionally qualified individuals to perform construction management services, including planning, scheduling, directing and controlling project activities after PS&E development through the completion of construction of a project.
2. Monitor construction and related project costs and maintain an ongoing and up-to-date comparison of actual to budgeted costs; promptly notify the Tollway when deviations between actual and budgeted costs occur; recommend strategies to address any such deviations.
3. Establish and monitor project scheduling requirements and major milestone events for construction activities to assure compliance with overall project schedule; promptly notify the Tollway of any deviations.
4. Provide technical assistance, as requested, to evaluate construction problems, proposed contractor repair schemes, and value engineering proposals.
5. Solicit, formulate, evaluate, and recommend strategies to address any deviation in costs or progress in comparison to project budgets or schedules.
6. Recommend approval of designs, plans and specifications to the Tollway preparatory to advertising for bids.
7. Assist the Tollway in the process of bidding and award of construction contracts, as requested.
8. Review the validity of contractor claims for extra work, extensions of time for performance of work and other claims.
9. Review and evaluate appropriateness of contractor submitted fee proposals for supplemental or extra work.
10. Negotiate with contractors regarding price proposals and/or adjustments in time for performance of work.
11. Develop, review and document supplemental agreements and change orders for extra work or amendments such as extensions of time for performance of work.
12. Review, evaluate, and approve contractors' requests for payment.
13. Monitor contractor performance of work to establish adequacy relative to contract intent.
14. Prepare contractor termination agreements or certificates of completion and obtaining release and waiver of liens and claims.
15. Assist with the procurement of water, sewer, and utility connections for the Tollway's proposed administration building, toll barriers, plazas, and other structures.
16. Based on final plan geometry, provide refined screen wall analyses to establish length, height and placement of required sound abatement walls.
17. Review project construction contract shop drawings, erection drawing working drawings, samples, material and product certifications, and

catalog cuts and brochure submittals for general conformance with the design plans and specifications.

18. Develop, print, and distribute semi-annual design and construction progress reports to the Tollway outlining the acquisition of real property for each project, current estimates of opening of traffic dates for the various construction sections, the date of construction completion, the project construction cost and operating cost for one year after completion of construction, and the amount of funds required for each six (6) months during the estimated completion period of construction; and comparisons between the actual times elapsed and the actual costs and the original estimates of such times and costs.

H. Management and Coordination of Maintenance Services

The Tollway intends that the Consulting Engineer, working in concert with the Tollway's Maintenance and Traffic Manager, shall generally oversee and evaluate the performance of maintenance on its projects.

The Consulting Engineer shall support the Tollway's Maintenance activities by:

1. **Maintenance Oversight**

Monitoring and analyzing the performance of necessary or prudent maintenance of the Tollway's projects (including to extent necessary to comply with all Trust Agreements), whether by the Tollway's Maintenance staff or others, and promptly notifying the Tollway if said maintenance is being performed in an inadequate, inefficient or otherwise improper manner, submitting, if appropriate, recommendations to enhance the Tollway's maintenance activities through outsourcing or other strategy.

2. **Property Management**

Establishing and maintaining real and personal property inventories; developing and implementing a plan for surplus and disposal of excess property; contracting and oversight of hazardous materials surveying and abatement activities; contracting and oversight of demolition and right-of-way clearing activities.

I. Operations

The Tollway intends that the Consulting Engineer will assist the Tollway by evaluating the operation and possible enhancement of completed projects. Services related to any such enhancement shall be performed by the Consulting Engineer's managers and staff operating under the Consulting Engineer's supervision and oversight.

The Consulting Engineer may be authorized to:

1. Perform or oversee the performance of bottleneck studies and similar analyses.
2. Review and verify available traffic data and develop additional data as authorized.
3. Develop emergency contingency plans.
4. Periodically evaluate the Automatic Vehicle Identification System/Electronic Toll and Traffic Management System and the Violation Enforcement System (VES) as currently existing and subsequently modified.
5. Consider, and notify the Tollway of, alternative Intelligent Transportation Systems technologies which may enhance the safety, efficiency of overall operation of one or more of the Tollway's projects.
6. Evaluate, and propose appropriate modifications to, the Tollway's Automatic Vehicle Identification System/Electronic Toll and Traffic Management System, with respect to proposed or completed tollway projects.
7. Development of preliminary and/or updated design-hour traffic volumes for Tollway improvements or construction projects, toll plaza simulation model runs, review of technical reports prepared by others, meetings with other agencies and Tollway staff and other work requests. This task also includes periodic data requests from Tollway staff, which would not be otherwise included in another task.
8. Perform studies related to All Electronic Tolling (AET).

III. Responsibilities of the Tollway

The Tollway will furnish, without cost to the Consulting Engineer, the following services and data to the Consulting Engineer in connection with services authorized under terms of this Agreement:

1. Furnish all the Tollway's procedures, standards, forms, and policies applicable to the services.
2. Furnish drawings, specifications, schedules, reports and other information prepared by and/or for the Tollway by others which are available to the Tollway and which the Tollway considers pertinent to the Consulting Engineer's responsibilities, as described herein.
3. Provide existing structural, roadway and other plans, as available.
4. Furnish available traffic, safety (accident), and planning data.
5. Advise the Consulting Engineer on all engineering requirements and Tollway updates.
6. Advise the Consulting Engineer regarding all intergovernmental agreements, memoranda of understanding, and other agreements affecting the Consulting Engineer's performance under this Agreement.
7. Provide office space at the Tollway's administration building for the Consulting Engineer managers and staff selected to office with the Tollway.

2. RR-10-9974, Traffic Engineer Services

This project has a 20% D/M/WBE participation goal.

The Illinois State Toll Highway Authority (Tollway) which has been created and derives its power and authority under and pursuant to "An Act in relation to the construction, operation, regulation, and maintenance of a system of toll highways, and to create the Illinois State Toll Highway Authority, and to define its powers and duties, approved August 7, 1967," [605 Illinois Compiled Statutes (ILCS) 10/1 et seq.], requires the services of an independent engineer or engineering firm or corporation having a nationwide and favorable reputation for skill and experience to provide traffic engineering services as the Traffic Engineer for the Tollway.

The Consultant shall propose their method for providing these services as outlined in the attached **REQUEST FOR QUALIFICATIONS TRAFFIC ENGINEERING SERVICES**.

CONTRACT TERM:

The resulting agreement with the Traffic Engineer (the "Agreement") shall provide for a three (3) year term, with two (2) one-year options to renew, subject to the Tollway's periodic review, approval and satisfaction with the Traffic Engineer's performance and may be terminated by the Tollway at any time upon a stipulated notice period, or extended upon agreement of both parties.

CONTRACT PROVISIONS AND PREQUALIFICATIONS:

Selection of professional consultants by the Tollway is not based on competitive bidding, but on the firms' professional qualifications, related experience and the expertise of key personnel to be assigned to the project.

SUB-CONTRACTING: Sub-contracting areas of pre-qualification is acceptable.

SUB-CONSULTANT SERVICES: If a firm requires a sub-consultant to meet the requirements of an area requiring pre-qualifications as indicated below, the firm fulfilling this pre-qualification requirement must be identified in the Statement of Interest (SOI).

PRE-QUALIFICATIONS: To be considered for this project, firms must be pre-qualified by the Illinois Department of Transportation (IDOT) in:

Highways: Freeways; Roads and Streets

Special Plans: Traffic Signals

Special Studies: Location Drainage; Traffic; Signal Coordination and Timing (SCAT); Safety; Feasibility

Location Design Studies: Rehabilitation; Reconstruction/Major Rehabilitations; New Construction/Major Reconstruction

Special Transportation Studies: Mass Transit; Railway Engineering

If the Prime Proposer is not prequalified in all of the categories listed above, they must request, in writing, a waiver of each category in which they are not prequalified and identify the consulting firm on their team who is prequalified in that category.

ORAL PRESENTATIONS

Some or all of the firms submitting SOIs for the project may, at the sole discretion of the Tollway, be required to appear for an oral presentation. The oral presentations, if required, shall be conducted so as to solicit additional information and enable the Tollway to evaluate the capability of the applicable Proposers in providing the desired services. If the Tollway notifies a Proposer that an oral presentation is required, the Tollway shall inform that Proposer of the schedule, order and procedure for the presentation, including its content, time limits,, and use of handouts and visual aids. The Tollway may tape record and/or videotape any presentations. The oral presentations, if any, shall be evaluated by the Selection Committee. Notwithstanding the foregoing, the Tollway emphasizes that it may elect to forego oral presentations for all or some Proposers. Consequently, all SOIs should be comprehensive and clear. No Proposer should rely upon the opportunity to present additional or clarifying information at a later time.

SCHEDULE

This project is scheduled to start in January 2011.

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.

REQUEST FOR QUALIFICATIONS TRAFFIC ENGINEERING SERVICES

1.0 PROJECT ASSIGNED:

The Tollway intends to select a Traffic Engineer which will be the traffic and revenue advisor and who will operate as an extension of, and in complete coordination with, the Tollway's staff with respect to all projects which now or in the future are studied, and constructed or operated by the Tollway. To that end, the Traffic Engineer shall be expected to represent and forward the interests of the Tollway throughout all aspects and phases of the Tollway's activities and shall, when and as requested by the Tollway, fully support the Tollway in its dealings with contractors and suppliers, engineers and other consultants, the Tollway's counsel and accountants, the Tollway's Consulting Engineer, the Tollway's Program Manager, rating agencies and underwriters, governmental entities and the public, all in accordance with the highest professional standards. As more specifically described in this RFQ, the Traffic Engineer shall be expected to commit the personnel and resources required to respond promptly and fully to the responsibilities and tasks assigned by the Tollway throughout the term of the Traffic Engineer's performance of the services.

In addition, the Traffic Engineer shall perform the obligations of the "Traffic Engineers" under the Tollway's current Trust Agreements, as amended, and all supplemental, superseding or additional trust agreements (collectively, the "Trust Agreements"). The Tollway has covenanted in Section 709 of the Trust Indenture pertaining to the Illinois State Toll Highway Authority that, until the bonds issued in accordance with the Trust Agreement and the interest thereon shall have been paid or provision for such payment shall have been made, it will employ the "Traffic Engineers" for the purpose of performing and carrying out the duties imposed on it by the Trust Agreement. Those duties are summarized in Paragraph II.A. of the Scope of Services attached hereto as Attachment A, and provide a general listing of the types of obligations the Traffic Engineer will be required to perform under the Trust Agreements.

2.0 SCOPE OF CONSULTANT SERVICES:

The required traffic engineer services will encompass the numerous facets of feasibility evaluation, conceptual design, planning, financing, management, coordination, and liaison necessary to produce complete conceptual plans, typical specifications, and estimate documents required for Tollway projects. The Tollway anticipates that the Traffic Engineer will not be required to prepare detailed design and construction plans.

For a detailed description of the anticipated traffic engineer services, refer to Attachment A, Scope of Services.

3.0 GUIDELINES FOR SUBMITTING STATEMENTS OF INTEREST:

In addition to the Guidelines for Submitting Statements of Interest on page 11 of this PSB, all exhibits shall include:

Personnel:

The following information should be included in addition to the information requested in Section 3 Personnel - Exhibit A: Proposed Staff information on page 12.

Project Team Matrix and Staffing Plan

The Proposer shall submit a project team matrix which clearly illustrates the key personnel of the organizational structure. The Proposer shall identify the Senior Project Manager and the Senior Vice President.

Senior Project Manager (SPM)

The Proposer shall identify and provide detailed relevant information concerning the SPM to be assigned to this project for the duration of the Agreement. The Senior Project Manager shall be responsible for managing all activities and shall be the principal point of contact with the Tollway. The Senior Project Manager shall have the responsibility to plan, direct, monitor, and control the resources used to provide services to the Tollway.

Senior Vice President (SVP)

The Proposer shall identify and provide detailed relevant information concerning the SVP to be assigned to this project for the duration of the Agreement. The Senior Vice President (SVP) will provide strategic advice to the Tollway. They should have extensive experience with other Tollway or Turnpike agencies and, as such, shall function as an in-house expert on traffic, revenue and operational issues. The SVP will be asked to provide research and best practice information on comparable Tollway/Turnpike systems. The SVP may be asked to make presentations to the bond rating agencies, the Tollway's Board of Directors, or the Tollway's Director. They shall oversee the Senior Project Manager and shall report to the Chief Engineer. The Proposer shall identify and provide relevant information concerning the Proposer's other project management and key technical personnel. (These individuals can be the employees of any firm on the team.)

Key Personnel

The Proposer shall identify and provide relevant information concerning the Proposer's other project management and key technical personnel. (These individuals can be the employees of any firm on the team.) Key personnel must include, but not be limited to:

Traffic Engineer

Must be Illinois Licensed Professional Engineers.

Urban Planner

Must have a minimum of ten years experience in transportation planning and community relations

Information Technology (IT) Professionals

Intelligent Transportation System (ITS) Professionals

Geographical Information System (GIS) Professionals

The Proposer should also provide information relative to the capabilities and resources of its lead Illinois office, any Illinois branch offices, and a listing of Illinois office personnel by discipline that would be assigned to this project that have not been identified above.

Exhibit A: Proposed Staff

Please include **Exhibit A: Proposed Staff** in Section 3. Include resumes for all Key Personnel on the project (Prime firm and sub-consultants). Resumes for each individual should not exceed two (2) pages and must include only relevant experience.

Relevant Project Experience

Traffic Engineering Services - General

Include a minimum of three (3) **relevant** projects of equal or greater complexity accomplished within the past five (5) years, demonstrating the firm's experience in the type of work required for this project. The use of photos is highly discouraged. Photos MAY NOT be sent in e-mail files.

Tollway Projects

Include additional projects which specifically identify and describe the firm's experience related to Tollway projects, including the Illinois Tollway or any other Tollways in the United States. The Proposer should also provide the **total** firm's billings for the past five (5) years in performing typical Traffic engineering services on Tollway projects, and briefly identify those projects.

Other Transportation Projects

The Proposer should summarize any relevant experience working with transportation agencies and other governmental bodies operating in this region and/or with which the Tollway regularly works or interacts, including IDOT, the Federal Highway Administration (FHWA), Chicago Metropolitan Agency for Planning (CMAP), Rockford Metropolitan Agency for Planning (RMAP), and Regional Transportation Agency (RTA).

Trust Indenture or Similar Services

The Proposer should include additional projects which specifically identify and describe the firm's experience related to providing certifications, issuing reports, providing evaluations and otherwise performing services similar to those required of the Traffic Engineer under the Tollway's Trust Indenture requirements. A description of those services is provided in Attachment A, Scope of Services.

Project Management and Coordination Experience

The Proposer must describe its experience in providing project management and coordination services similar to the services required and described in

Attachment A: Scope of Services. This description should specifically address the Proposer's record in delivering completed projects on time and on budget.

Include the following for each project identified in the categories above:

Project name.

Project location.

Project manager(s) and key staff.

A brief description of the project and the work performed, including the project's size, complexity, and fee.

Name, address, telephone number, and e-mail address of client contact to serve as reference.

4.0 METHOD OF PAYMENT

The Tollway shall enter into a "Lump Sum" Agreement with the successful Proposer for Trust Indenture services. The Tollway shall enter into a "Cost Plus Fee" Agreement covering the actual hours incurred by the personnel on the project (direct labor) times the Direct Labor Multiplier plus expenses.

5.0 PROPOSER'S ACKNOWLEDGEMENT

By submitting a response to this SOI, each Proposer unequivocally acknowledges that the Proposer has read and fully understands this SOI, and that the Proposer has asked questions and received satisfactory answers from the Tollway regarding any provisions of this SOI with regard to which the Proposer desired clarification. The Principal of the proposing firm is also required to sign and submit the Form: CERTIFICATION BY PRINCIPAL OF SUBMITTING FIRM certifying the information contained in the SOI is true and accurate.

NOTE: This Scope of Services is being provided to the Proposers as part of the RFQ for informational purposes only. The Tollway reserves the right to make reasonable modifications and clarifications to this form prior to its attachment to the Agreement for Traffic Engineer Services to be negotiated between the Tollway and the Traffic Engineers.

**ATTACHMENT A
SCOPE OF SERVICES**

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TRAFFIC ENGINEER SERVICES

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ATTACHMENT A

SCOPE OF SERVICES

I. Project Description

This project requires professional services of the Traffic Engineer for a wide range of governmental relations, public liaison, technical, management, administrative, maintenance, construction and operational services, advanced project development services, engineering, and feasibility evaluations of various projects for the Tollway.

The Traffic Engineer will operate as the traffic and revenue advisor, such duties consist of a variety of professional disciplines, including transportation planners, traffic engineers, transportation system analysts, economists, and financial analysts. The Traffic Engineer will also operate as an extension of, and in complete coordination with, the Tollway's staff. To that end, the Traffic Engineer shall be expected to represent and forward the interests of the Tollway throughout all aspects and phases of the Tollway's activities and shall, when and as requested by the Tollway, fully support the Tollway in its dealings with contractors and suppliers, engineers and other consultants, the Tollway's counsel and accountants, the Consulting Engineer, rating agencies, bond insurers and underwriters, governmental entities and the public in accordance with the highest professional standards.

The Traffic Engineer shall provide qualified technical and professional personnel to perform to the highest professional standards the duties and responsibilities assigned under the terms of this Agreement. Unless otherwise instructed by the Tollway, the Traffic Engineer shall minimize to the greatest extent possible the Tollway's need to apply its own resources to assignments authorized by the Tollway. The Tollway, at its option, may elect to expand, reduce, or delete the extent of each work element described in this Scope of Services document, provided such action does not alter the intent of this Agreement.

The Tollway shall request traffic engineering services on an as-needed basis. There is no guarantee that any or all of the services described in this Agreement will be assigned during the term of this Agreement. Further, the Traffic Engineer is providing these services on a non-exclusive basis. The Tollway, at its option, may elect to have any of the services set forth herein performed by other consultants or the Tollway's staff.

II. Items of Work to be Included in Contract

The Traffic Engineer's services under this Agreement shall be as described in this Scope of Services, in accordance with the requirements of the Tollway's Design Section Engineer's Manual, dated September 8, 1998, as amended by the Tollway, and herein specified. The design criteria and policies, Standard Specifications, materials and construction requirements of the Illinois State Toll Highway Authority shall apply throughout.

The following types of work elements may be assigned under the terms of this Agreement. The Tollway anticipates that some of the following work shall be performed in-house by the Traffic Engineer utilizing its own staff and some work will be outsourced, all as indicated below. Nonetheless, the Tollway reserves the right to request the Traffic

Engineer to perform any of the services in-house or to outsource and supervise same, notwithstanding the “In-House” or “Outsourced” indications below:

A. Responsibilities Under Bond Resolutions and Trust Indenture

The Traffic Engineer shall serve as the Tollway’s “Traffic Engineer” as defined and set forth in the Tollway’s Trust Agreements, incorporated herein by reference, performing responsibilities of the Traffic Engineers as assigned in the Trust Indentures, the related Bond Resolutions and amending resolutions and supplemental resolution thereto, which are incorporated herein by reference.

Specifically, these services consist of the following:

1. **Annual Traffic and Revenue Report:** Developing an annual report which shall include updated traffic and revenue forecasts for the entire Tollway System, stratified by section and passenger car versus commercial vehicle market categories. The report is intended to be a historical document that presents traffic and revenue data pertaining to the Tollway system. The report will include general information on the Tollway system, traffic characteristics, revenue trends, toll collection technology, and factors impacting toll revenue. Data will be presented by route, toll plaza, vehicle class, and time periods as appropriate. Data for 2010 and each subsequent year will be obtained from the Tollway and other sources and compared with previous years’ data. The forecast period shall extend to five years. The first two years of estimates shall be provided monthly. The remaining three years shall be considered preliminary estimates and provided on an annual basis.

The revenue estimates to be included in the Annual Report shall be developed from analyses of monthly traffic and toll trend data by toll plaza and vehicle class. Toll revenue projections should be included using a trend line procedure. External factors that influence trip generation, travel patterns and traffic flow, such as construction activity, local and national economic indices shall be considered, with adjustments made to the final traffic and toll revenue estimates.

The Annual Toll Revenue Report (“Annual Report”) will be submitted in draft form no later than August 1st of each year and in final form within two weeks of receiving comments from the Tollway’s project manager. The Annual Report’s historical traffic and revenue numbers will be consistent with the traffic and revenue numbers reported in the CAFR. Twenty (20) paper copies and one (1) electronic copy of the final Annual Report will be provided.

2. **Quarterly Updates and Certificates:** Closely monitoring actual monthly toll revenue reports generated by the Tollway and compare these to monthly forecasts. This requires entry of traffic and revenue data by vehicle class (passenger car and commercial vehicle) for every individual plaza. The quarterly updates are intended to establish observer trends and identify significant deviations from the Traffic Engineer’s forecasts relative to traffic and revenue.

As a routine requirement, the Traffic Engineer shall prepare and submit quarterly reports for both traffic flow and revenue receipts, based on real-time information gathered in preceding periods. As required by the Bond Indenture, these reports shall be, in their final form, Certificates by the Traffic Engineer of past measurements of and predicted trends for both traffic and revenue.

3. **Tollway Traffic Data Report:** Preparing a detailed Traffic Data Report for the entire Tollway System. This shall contain actual traffic counts at non-tolled ramps conducted by Tollway staff during the course of each year, as well as updated information on traffic trends at toll plazas. In this task, the last years traffic report shall be updated to fully reflect the final current year-end statistics, including the benefit of ramp traffic counts conducted during the current year. The report shall also include an update of Tollway-specific data such as average daily traffic levels by mainline segment, peak-hour profiles, daily and monthly traffic variations, I-PASS participation rates (cars and possibly commercial vehicles), passenger car and commercial vehicle transactions by major segment, estimates of vehicle miles of travel and average trip length on the Tollway. Historical traffic trend data shall also be gathered for the Tollway and non-Tollway expressways and freeways for comparative purposes. Maps should be included reflecting the attributes described above.

The Traffic Engineer will submit a draft of the Traffic Data Report by August 31st of each year and will submit up to sixty (60) paper copies and one (1) electronic copy of the Traffic Report and the corresponding electronic data within two weeks of receipt of final comments from the Tollway's project manager.

4. **Annual Revenue Certificate and Updates:** A comprehensive Annual Revenue Certificate will be provided by October 31st of each year, which will include actual traffic and revenue data from the first eight months of that year, along with updated monthly estimates for the remainder of the year and subsequent year. The Tollway will provide the necessary base data for these estimates. The historical and current year's data will form the basis of future year traffic and revenue forecasts. Other external factors that influence trip generation will be considered, including: travel patterns, roadway capacity, I-PASS usage, land use patterns, demographic trends, fuel prices, regional and national economic trends and scheduled road construction projects. The Certificate will include updated information regarding Tollway and non-Tollway highway improvement programs. It will be submitted in the form of a formal Certificate of the Traffic Engineer as required by the Trust Indenture.

If needed to support Tollway needs, in support of a bond issue for example, the Traffic Engineer will prepare periodic updates to the revenue certificate.

B. Administrative Assistance

The Traffic Engineer may be authorized to provide administrative project support to the Tollway by:

1. Attending meetings of the Board of Directors of the Tollway, meetings of the Committees of the Board, Board and/or staff workshops, and regularly scheduled and special staff meetings.
2. Attend Tollway staff meetings.
3. Attend Tollway Traffic Operation and Safety Committee meetings.
4. Furnishing testimony in hearings, condemnation proceedings or other litigation, and preparing trial exhibits.
5. Representing the Tollway at regional meetings task teams, Tollway technical and staff meetings, agency coordination meetings, Technical Work Group meetings with IDOT and/or other parties and other meetings of governmental or quasi-governmental bodies, as requested by the Tollway.
6. Representing the Tollway before civic, charitable, homeowners' or similar groups which request a speaker to discuss the Tollway's planned or ongoing activities.
7. Generating slides, graphs, photographs, charts, computer or audio/visual presentation, or other presentation aides for the Tollway, together with papers, reports, news releases and similar items.
8. Apprising the Tollway's staff, consultants and/or Board of Directors of recent or innovative developments, trends or significant issues regarding tollway design, industry best practices, toll collection technologies, financing and operation that may be applicable to the Illinois Tollway. This work may include developing Tollway benchmarks and performance measures based on the Traffic Engineer's experience with other agencies. Performance measure analysis may include, but not be limited to, work in the following areas:
 - business center operations;
 - traffic congestion measures; and
 - toll collector safety studies.

The Traffic Engineer shall provide general engineering advice and assistance to the Tollway, the selected design section engineers, and construction managers in regard to the design and construction of the applicable projects, as well as to the designated "General Counsel" of the Tollway, in connection with all legal matters, duties, and services required in designing, constructing, maintaining or operating the projects. The Traffic Engineer will also provide technical support for Planning Department meetings with community members, legislators, government agencies, regional task forces, the executive staff, and miscellaneous working groups. It is anticipated that the Traffic Engineer's project manager and key project staff will meet with the Tollway's project manager on a bi-weekly basis to coordinate the work on the contract.

C. Traffic and Planning Studies

The Traffic Engineer may be required to provide a wide range of ad hoc traffic and planning studies, which are not explicitly detailed in the sections above. These studies may include work on long term traffic capacity, traffic operations, mobility planning, roadway extensions, multi-modal transit projects, and new project feasibility.

A brief description of work efforts to be included in each of these special tasks is provided below.

1. **Origin-Destination Studies:** The Traffic Engineer will be required to conduct, upon request, an origin-destination (O-D) study to identify user travel characteristics. The Tollway staff will determine the location of the survey. The Traffic Engineer will develop the survey instrument with input from the Illinois Tollway, manage the administration of the surveys, tabulate results, and present a summary report of the findings.
2. **Lane Closure Guide Update:** The Traffic Engineer will annually update the Lane Closure Guide to reflect 2010 and subsequent years' data. The Traffic Engineer will continue to collaborate with the Tollway on the maintenance and enhancement of the web-based lane closure application. Input files for the lane closure application and a limited number of hard copies of the revised guide will be provided, along with an indexed electronic version in pdf file format for the Tollway website. The 2010 lane closure guide will also reflect the revised mile marking system implemented by the Tollway in 2009-10.
3. **Preliminary Planning Support for Managed Lanes and HOT Lanes:** The Traffic Engineer may be required to prepare reports and memoranda on request concerning the potential implementation of managed lanes and/or HOT lanes on portions of the Tollway system, and on other area expressways. These studies may include but are not limited to review and identification of industry practices, identification of potential segments, review of alternative tolling scenarios, and development of suggested implementation scenarios.
4. **Traffic and Revenue Study:** The Traffic Engineer will prepare as necessary a Traffic and Revenue Study to support the issuance of bonds by the Tollway. Should such a study be required, previous work will be updated to reflect additional experience under the new toll rate structure, implementation of the Congestion-Relief Plan, potential implementation of improvements to existing roadways, extensions of highways, or implementation of new highways or people moving facilities, and the most current socioeconomic forecasts and other factors affecting toll revenue forecasts. As such, it will be suitable for use in the Official Statement. In addition, support materials will be prepared for rating agency presentations and Traffic Engineer staff will be available to participate in such presentations as needed.
5. **Non-toll Ramp Traffic Counts:** The Traffic Engineer will perform week-long machine traffic counts on non-toll ramps and in system interchanges with the goal of obtaining counts at spot locations from 2011-2013. Counts will include vehicle classifications. Counts will be performed at least once every 2 years at each non-toll ramp, or at the discretion of the Tollway.
6. **Preliminary Planning Support for All Electronic Tolling:** The Traffic Engineer may be required to prepare reports and memoranda upon request concerning the potential implementation of All Electronic Tolling (AET) on specific roadway segments, ramps, or at existing toll plaza locations. These studies may include but are not limited to review and identification of industry practices, identification of potential segments, review of alternative tolling scenarios, development of suggested

implementation scenarios, and the revenue impacts associated with such updates.

7. **Preliminary Planning Support for New Facilities/Extended Facilities:** The Traffic Engineer may be required to prepare reports and memoranda upon request concerning the potential implementation of new facilities to be funded or managed by the Illinois Tollway. These studies may include but are not limited to review and identification of industry practices, technical support for different scenarios, and benefit/cost analyses. Traffic Engineer staff will be available to participate in interagency coordination and public outreach as needed.

8. **Toll Collection System Analyses:** Perform analyses of any proposed toll collection system and/or rate adjustments, which may be selected by the Tollway. This analyses shall include a detailed evaluation to develop more refined estimates of traffic and revenue impacts, which in turn shall also include refined estimates of market shifts from cash to IPASS.

Facilitate the major automation of the toll collection process. Evaluations of updated toll lane requirements by type, including dedicated and express IPASS lanes shall be made on a plaza-by-plaza basis, reflecting estimated market shifts.

9. **Tollway Widening Analyses:** Provide the Tollway with existing and design year (i.e. 2040 traffic) Annual Average Daily Traffic (AADT), Average Daily Traffic (ADT), and Design Hourly Volume (DHV) on all Tollway mainline segments and ramps. Additionally, similar data shall be provided for all major crossroads, which will necessitate the conduct of automatic traffic record and manual classification counts. The Traffic Engineer shall conduct toll plaza operations analyses for all toll plazas located in Tollway sections which are planned to be widened to determine how the increased demand following Tollway widening will impact lane requirements. In addition, the Traffic Engineer must have the ability to analyze mainline and ramp plazas using software capable of simulating such conditions. The Traffic Engineer shall provide the results of these analyses in a brief report describing the purpose and need for Tollway and plaza widening, methodology and basic assumptions, along with schematic diagrams presenting the traffic data.

10. **Traffic Impacts to Proposed Construction:** The Traffic Engineer will analyze the traffic impacts of proposed construction projects upon request. This analysis will be based on the 2040 traffic data sets and will include existing and future year Average Daily Traffic (ADT) and Design Hour Volumes (DHV's) on all mainline segments and ramps. The DHV's may be based on previously performed and new traffic assignments, information from RMAP, CMAP, Origin and Destination (O-D) survey data and other information. Additionally, similar data shall be provided for all major crossroads, which could necessitate the conduct of automatic traffic record and manual classification counts. For certain corridors it may be necessary to conduct traffic simulation modeling and provide benefit cost analyses of different improvements.

11. **Interchange Studies:** The Traffic Engineer will evaluate proposals for new or improved interchanges on the Tollway system, in accordance with the Tollway's Interchange and Roadway Cost Sharing Policy. Evaluation of these improvements needs to be made to determine their relative cost-effectiveness. The typical interchange study includes a general estimate of additional traffic and revenue potential, annual net revenue impacts after recognizing incremental operating costs, opportunities for future traffic, revenue growth, travel times, traffic volumes, travel distance and the extent to which incremental net revenue would cover capital cost of implementation, and system-wide revenue potential. The Traffic Engineer should provide, if necessary, operational analyses using simulation models such as Synchro, Corsim, and VISSIM for the Tollway and affected cross-streets. Other items of consideration include an assessment of relative levels of community support, impacts on adjacent mainline sections of the Tollway and impacts on local and regional highways.

12. **Traffic Operations Analyses:** This task shall cover periodic mainline and ramp operations analyses. This shall be performed using traffic analyses and operation simulation software such as Highway Capacity Software (HCS), Freeway Microscopic Simulation (FRESIM), or Corridor Microscopic Simulation (CORSIM), which can take observed traffic variations and simulate actual behavior and congestion patterns for small, focused areas.

In addition, the Traffic Engineer shall periodically run "speed and delay" operations on congested sections of the Tollway System. The purpose of this will be to document observed travel delays during peak hours on different sections of the Tollway, in particular problem areas. This will provide a "real world" assessment of operating conditions and can help identify bottleneck locations. The speed-delay runs shall be made during both summer and non-summer conditions, depending on traffic characteristics in each of the corridors.

13. **Tollway Extensions Continuing Support:** Conduct a comprehensive review and assessment of traffic estimates for the proposed Extensions, prepared by others. The objective of this work is to develop independent traffic estimates based on the same data used by others in developing their estimates. The Traffic Engineer will assemble all available data used in the proposed Extensions work by others, including networks and trip tables for a base year and design year. Traffic networks are to be reviewed and refined/updated as required. Traffic analyses shall be conducted at opening and design-year levels, with ADT's for the Extension and major crossroads provided.

For each Extension Study, the Traffic Engineer shall prepare a letter report providing study goals/objectives, methodology, basic assumptions and findings including appropriate tabulations and illustrations.

14. **Tollway Traffic Control Manual Update:** The Illinois Tollway Traffic Control Manual shall be reviewed in comparison to the most recent revisions of both the State of Illinois and Federal Manual on Uniform Traffic Control Devices at they relate to the specific conditions of the Illinois Tollway. This shall include the recent revisions of Standards and Guides

for Traffic Controls for Street and Highway Construction, Maintenance, Utility and Incident Management Operations. The Traffic Engineer shall meet with the Tollway's Engineering Maintenance and Traffic Division to discuss the methods used in the field to maintain traffic for the various maintenance operations.

19. **Traffic Accident Analyses:** Update the Traffic Accident Analyses Report conducting a detailed assessment of fatal, personal injury, and property-damage-only accidents over the past three years. From these analyses, specific locations on the Tollway System experiencing above-average accident rates will be identified. The data provided shall include accident types, number of accidents, and cluster sites. The information shall be stored in databases and represented graphically using Geographic Information System (GIS) mapping. Once high accident locations are identified, plans shall be developed for accident reduction through design modifications, surface treatments, striping, or warning signs, etc.
20. **Toll Collection Systems Support:** Assist the Tollway in the implementation and testing of systems and services related to modern and automated, efficient and proper operations. The four areas are IPASS, conventional toll collection, violation enforcement, and traffic management.
21. **IPASS:** Support the Tollway with the following tasks:
 - a. Open Road Tolling (ORT) Lanes: Observe and monitor the ORT Lane tests as they are installed and test the classification system performance.
 - b. Contract Closeout Assistance: Assist the Tollway in preparation of closeout change orders or extra work orders as negotiated by the Tollway and outside Contractor. This shall include the final tabulation of quantities, tabulation of invoices, and a checklist of RFP requirements and their completion, substitution or other disposition.
 - c. As-Built Drawings and Final Records: Assist in review and reconciliation of final project documentation and establishment of a system library for project records, in conjunction with engineering reviews performed by Tollway staff and the Consulting Engineer.
22. **Information Technology – Related Support:** The Traffic Engineer may be required to provide personnel capable of serving as a liaison on all projects including those with an Information Technology focus. The consultant may assist in monitoring Requests for Proposals, evaluating, and overseeing Information Technology studies. Expertise in networking (Cisco routers, NT, Microsoft MCSE) required as well as expertise in telecommunication systems. The Tollway's Information Technology department (IT) includes full telecommunication support of an Tollway-wide Private Branch Exchange (PBX) system, microwave system, 800 MHZ radio system, and multiple T1 connections, as well as control of extensive fiber installations.

In addition to working on current projects, the consultant may assist in identifying additional projects related to IT. Review and oversight of the

Information Technology department's planning processes, project management processes, and disaster recovery preparation may be part of the consultant's services.

The Traffic Engineer may also be required to have staff proficient in Geographic Information System (GIS) and Traffic Incident Management System (TIMS). The Tollway may require the consultant to provide comprehensive services for assistance in the design, review, and implementation of GIS and TIMS. The consultant may be required to provide such GIS proficient staff to be located at the Tollway's offices in order to oversee GIS and TIMS technology implementation.

They should be experienced in, but not limited to GIS related software such as: Environmental Systems Research Institute, Inc. (ESRI), Intergraph, MapInfo, and Bentley Systems.

The consultant should be prepared to provide the previously stated technical expertise and support staff on-site upon request by the Tollway. This expertise and/or support may be sub-contracted through the consultant contract.

23. **Traffic Forecast Model for 2040:** The Traffic Engineer shall maintain a model for estimating traffic and calculating the corresponding revenues. The model will provide the basis for developing traffic and revenue studies for proposed improvements, such as widening studies, interchange feasibility studies, and plaza analyses. The model should account for system-wide growth, traffic diversion due to changes in toll structure, short-term operational impacts, and capacity constraints including short-term construction impacts. It should also account for demographic, land use, economic and business development trends. Traffic growth at the interchanges will be correlated to socioeconomic variables using regression analysis techniques. Growth schedules for existing, 2020, 2030, and 2040 forecast periods will be established. Annual traffic and revenue forecasts will be refined based on actual traffic data observed in the base year with subsequent re-calibration of the model. Work tasks will include updating the detailed model to reflect system changes under the Congestion Relief Program and updates to the CMAP model and trip tables.

In maintaining this model, the Traffic Engineer shall integrate data from the Chicago Metropolitan Agency for Planning (CMAP) and the Rockford Metropolitan Agency for Planning (RMAP). In concert with the update to the regional models, the Traffic Engineer will continue to update the comprehensive forecast model. The comprehensive forecast model is distinct from the regional model developed by the Regional Planning Board, as it focuses exclusively on the existing Tollway System. This package enables uniform traffic and revenue forecasts to be developed using recognized and system-wide growth trends, short-term operations and normal traffic growth associated with changes in economic activity, capacity constraints including short-term construction impacts, and more. Work tasks this year will continue with software development, establishment of model parameters and compilation of data files for direct/indirect input to the model.

D. Operations Analyses and Contract Support

Assist the Tollway in undertaking special projects, assignments, and studies including, but not limited to collecting data for submittal to governmental bodies, professional organizations, and other entities or the public.

Develop a transition plan to be implemented upon termination of the Agreement with the Traffic Engineer so as to ensure a smooth, efficient and uninterrupted transition to any successor Traffic Engineer.

In addition, the Traffic Engineer may be requested to assist the Tollway in the implementation of special studies. The following objectives are for improvement of traffic operations on the Tollway mainline and at toll plazas. In addition, studies and analyses shall be undertaken for the following Special Tasks that shall provide a basis of evaluating existing conditions and planning for future needs:

1. **Traffic Operations & Plaza Analysis:** This series covers a wide range of traffic-related analysis.
2. **Traffic Plaza Analysis:** The Traffic Engineer will evaluate plaza operations and make recommendations on potential plaza improvements. This work may include: performing plaza bottleneck studies or similar analyses, reviewing and verifying plaza traffic data, providing plaza traffic operations support, including traffic counts and signalization plans; developing plaza design-hour traffic volumes for Tollway improvements or construction projects; reviewing technical reports and responding to periodic plaza-related data requests from Tollway staff; and analyzing mainline and ramp plaza operations using simulation software.

The software should simulate patron behavior and congestion patterns for focused areas by: making recommendations on optimal staffing levels to maintain acceptable queue lengths and appropriate toll collector workload for both weekday and weekend traffic levels at specific plazas, and showing the impacts of various All Electronic Tolling initiatives at existing or proposed traffic plazas.

3. **Mainline and Interchange Operations Analyses:** The Traffic Engineer will analyze mainline and interchange traffic operations. To conduct this analysis the Traffic Engineer may collect traffic data from the Host Report system, the Traffic Incident Management System (TIMS), video tapes, site visits and photographs. The work may include a review of traffic, signal timing, ramp capacity, mainline capacity, availability of shoulders, signing, striping, sight distance, and crash history. The Traffic Engineer will make maximum use of new traffic counting and speed gathering technology installed by the Illinois Tollway. For certain locations it may be necessary to conduct traffic simulation modeling, prepare preliminary engineering drawings, develop detailed costs, and identify potential cost-participants. The Traffic Engineer will work closely with the Tollway staff in all aspects of these studies and will make recommendations for improved traffic flow based on this analysis.

4. **Maintenance of Traffic (MOT) Evaluation and Review:** The Traffic Engineer will review and analyze maintenance of traffic (MOT) plans for plaza and mainline construction projects to evaluate traffic impacts. This review may include simulation modeling to test various lane configurations and work zone traffic control plans. The Traffic Engineer may use visualizations to assist in this effort.

The analysis of MOT plans should include an estimate of expected delays and revenue impacts. The Traffic Engineer should also assist the Illinois Tollway with proper and necessary adjustments to the MOT before and during construction. The Traffic Engineer's recommendations on MOT plans should give consideration to facilitating traffic flow, minimizing patron delays, maximizing I-PASS participation and ensuring safety.

5. **Roadway Performance Measures:** The Traffic Engineer will calculate and report on the following traffic congestion performance measures:
 - travel time index,
 - percent of congested travel,
 - vehicle delay,
 - buffer index and
 - planning time index.

Working with the Tollway staff, the Traffic Engineer will continue to make refinements to these measures as needed. These measures will be calculated on a monthly basis.

6. **Traffic Control Plan Evaluation and Review:** The Traffic Engineer will review and analyze signing and permanent traffic control plans for ramp, plaza and mainline construction projects to evaluate traffic impacts and check for compliance with Tollway and national standards.
7. **Signing Policy and Review:** The Traffic Engineer may be asked to periodically review the Tollway's signage and pavement markings systems and make recommendations for improvement. Recommendations may address issues including: sign design (size, color, legend); operation (static or dynamic message for time of day pricing); and location. The Traffic Engineer will provide the Tollway with recommendations on how to incorporate updated MUTCD criteria for tolled facilities. The Traffic Engineer will also provide guidance on how to incorporate All Electronic Tolling signage within the Tollway system. Potential includes review of construction signage and information signage.
8. **Signal Coordination:** The Traffic Engineer may assist the Tollway in developing a system where the signal timing at arterial crossings would change when queues exceed a certain maximum on the Tollway ramp. The Traffic Engineer will work with the intersecting agencies that control the traffic signals provide the most efficient allotment of green time to minimize the potential for queuing onto mainline. The design and implementation of queue detector systems may be required. The Traffic Engineer may provide coordination and technical support for this initiative, including design drawings necessary for procurement of services.

9. **Traffic Control Guide:** The Traffic Engineer may be asked to update the Traffic Control Guide. This is based on new safety initiatives from the Governor's office and new FHWA guidelines pertaining to traffic control.
10. **Draft Traffic Crash Data Report:** The Traffic Engineer will update the Draft Traffic Crash Data Report, which includes a detailed assessment of fatalities, personal injuries, and "property-damage-only" accidents over the prior three year period. This report shall include information such as:
 - accident number,
 - accident rates,
 - accident frequency,
 - type of accident,
 - severity of accident,
 - location of accident,
 - accident cluster sites, and
 - accident characteristics, such as time of day, weather, lighting conditions, and road conditions.

In general, the methodology used in analyzing accidents will be consistent with that used by the Illinois Department of Transportation (IDOT). For locations that experience higher than average accident rates, the Traffic Engineer may provide a more detailed analysis. The data will be grouped by route and section and will be summarized for the entire system. The Traffic Engineer will provide the accident data in tabular and map formats to help identify high accident locations.

Additional narrative discussion and analysis of current and past crash characteristics and trends will be included in the annual crash report. Measures of safety will be developed such as for plaza rates and severity to form the basis of comparison with crash data in the past and future. Tracking of crash data during construction will also afford the Illinois Tollway insights on potential modifications and adjustments to permanent or work zone traffic control plans.

The scheduled release of this report will be contingent upon the Traffic Engineer's receipt of the base data from the Illinois Department of Transportation (IDOT) and Illinois State Police (ISP).

To supplement the report, monthly summaries of crash statistics along the Tollway System will be produced for internal Illinois Tollway distribution and discussion at monthly meetings.

11. **Roadway Operations Review:** The Traffic Engineer will review and analyze roadway segments to evaluate the impacts of traffic and safety on vehicular throughput. Operations and safety audits may be initiated along Tollway facilities, reviewing statistics, existing conditions, and national principles. Incident procedures will be reviewed with supporting groups that operate in conjunction with Tollway staff on incident management.
12. **Design Support – Value Engineering:** Under this task, the Traffic Engineer may also assist the Tollway with review and comments on reports and/or technical material. As directed by the Tollway, the Traffic Engineer will advise and consult on questions of engineering with respect

to project design intent. The Traffic Engineer may also review and assist in development of stage construction layouts based on the following technical parameters:

- Traffic capacity analysis;
- Traffic access and service analysis; and
- Transportation economics analysis.

The Traffic Engineer may also assist in value engineering analysis and serve on value engineering teams when requested.

E. Electronic Tolling Technical Support

This series covers technical support for various electronic toll collection issues.

1. **Conduct End-to-End Operations and Revenue Audit of Existing Toll System:** The Engineer will conduct a comprehensive evaluation of the currently installed ETC system or any future updates to the system with a focus on determining whether or not the system operates according to the intentions of the original implementation, technical specifications and various contract documents. This evaluation would include independent end-to-end ad hoc testing of the entire ETC system

The results of the end-to-end testing and toll system evaluation may be presented in the form of a detailed technical memorandum to Tollway staff. The Traffic Engineer will also investigate, select and deploy a portable transaction verification system when directed by the Tollway project manager to verify plaza operations.

2. **Technical Support to Close out the Current Systems Integrator Contract:** The Engineer will review all available current systems integrator project documentation, hold discussions with Tollway and Integrator staff and in combination with the results of the previous work task (Technical Evaluation of Current Toll System) provide recommendations to staff on how best to close out the current systems integrator contract. The recommendations will be presented to staff in the form of memorandum and will include a plan and schedule for closing out said contract.
3. **Develop RFP for Toll System Hardware and Software Maintenance Services:** Prepare an RFP for obtaining hardware and software maintenance services for the current lane, plaza, Host, I-PASS Business Center (including reciprocity support), and violation processing subsystems. Various work tasks would be to identify and research the following issues and include this information in the RFP:
 - a. Confirm Source Code Ownership
 - b. Research Non-disclosure, Usage Restrictions, Intellectual Property Provisions
 - c. Review Prevailing Software License Agreements
 - d. Review Existing Documentation and Insert TOC in RFP Appendix
 - e. Assess Current State of Hardware and Software for each Subsystem
 - f. Staffing

- g. Response Time Incentives and Penalties
 - h. Equipment and Tools
 - i. Configuration Management
 - j. Software Modification Process
 - k. Update, Develop and/or Implement Management Programs
 - l. Performance Monitoring and Reporting
 - m. Third Party Audits
 - n. System Availability Certification
 - o. Contract Duration and Extension Options
 - p. Option to Replace Existing Software
 - q. Contract Extensions
4. Prepare Technical Memo on Innovative Tolling Opportunities : Prepare a technical memorandum that outlines the opportunities and potential constraints, advantages, disadvantages and estimated costs of implementing innovative tolling technologies, including but not limited to:
- HOT lanes along selected Tollway corridors
 - HOT lanes along existing expressway corridors
 - Time-variable tolling within the Tollway system
 - All Electronic Tolling at interchanges, on corridors, or systemwide
 - Managed lanes
 - Transit solutions along existing Tollway corridors
 - Transit solutions along existing expressway, rail, or utility corridors

Memorandum will include a description of the current state-of-the-industry regarding the innovative tolling techniques that have been successfully implemented. Descriptions will include specific operating parameters, implementation strategies, funding sources utilized, revenue generation, maintenance and operating costs from those facilities, leading edge engineering solutions that were applied, etc.

5. Planning for Next Generation ETC System: The Traffic Engineer may assist with the development of an RFP for the next generation ETC system. A technical evaluation of the current toll system will lay the groundwork for the next generation ETC planning since it will be clearly determined what Tollway staff wants with the new system. Based on the information gathered, the Traffic Engineer will develop a Concept of Operations document that defines how the new ETC system will be designed, developed, integrated, tested, operated and maintained. This document will be developed to be a section insert into the next generation ETC system RFP.

The Engineer will then develop detailed functional specification requirements which will be used as the basis for the RFP. The functional specification will be stated in the form of functional and performance requirements and will be incorporated into a detailed RFP document. The RFP will be developed by the Engineer working closely with Tollway staff. The RFP will be written in a manner that identifies the requirements of the project and provides guidance to the systems integrator regarding their scope of work and the acceptable method for delivery.

Along with the development of the RFP, the Traffic Engineer will also provide technical support to the Tollway in many of the other required

efforts typically encountered. This would include developing a list of prospective system integrators, participate in the pre-bid meeting, develop any required RFP addendums, develop answers to questions that are posed by prospective integrators, assist in the development of proposal evaluation procedures, review and evaluate the systems integrator proposals, participate on the BAFO/interview process, and assist Tollway staff during contract negotiations.

The next phase would be for the Traffic Engineer to provide systems integrator contract oversight technical services. These services would include, at a minimum, toll system design review, overseeing the system integration, conduct of shop and factory testing, monitoring the system development, overseeing the toll equipment installation process, participating in the system implementation, and conducting field-testing at each of the Tollway's toll facilities to ensure that the next generation ETC system operates at an acceptable level and all contractual obligations have been met by the systems integrator.

6. Audit of Lane Level Equipment: On an as needed basis, the Traffic Engineer may perform audits of the in-lane equipment to verify performance
7. Other Support Activities: Other activities as directed by the Tollway may include such items as the following:
 - Periodically evaluating the automatic vehicle identification system (AVI) and traffic management system and the violation enforcement system (VES) as currently existing and subsequently modified.
 - Proposing appropriate modification to the Tollway's AVI system and Traffic Management System with respect to proposed or completed Tollway projects.

F. Technology Support

Technology Support: This series covers technical support for Geographic Information Systems, Traffic Incident Management System (TIMS), Intelligent Transportation Systems (ITS), and other various Information Technology initiatives.

1. Geographic Information Systems (GIS): The Traffic Engineer shall provide technical support to the Tollway's GIS initiative on an "as-needed" basis. This support will include continued work on the Tollway's Lane Closure application as detailed in prior sections. Given this support, the Traffic Engineer must have staff experienced with Environmental Systems Research Institute, Inc. (ESRI) systems.

The Traffic Engineer will be required to provide traffic data in an electronic format to the Tollway staff for its in-house GIS program. Required electronic data includes, but is not limited to, data from: 1) the Traffic Data Report, 2) the Traffic Accident Analyses Report, 3) the Lane Closure Guide, 4) the Draft Traffic Crash Data Report, 5) roadway performance measure output, and 6) the traffic analysis zone system used in the regional travel demand modeling process. The Traffic Engineer will provide

GIS information in a Microsoft Access format, or if spatial data is involved, a personal geodatabase. If large datasets are involved, comma delimited text or xml is acceptable.

2. Information Technology: The Traffic Engineer shall provide personnel capable of serving as a liaison on projects with an Information Technology focus. These personnel may be asked to evaluate Requests for Proposals and oversee Information Technology studies. Expertise in networking (Cisco routers, NT, Microsoft MCSE) is desirable as well as expertise in telecommunication systems. The Tollway's Information Technology Department (IT) includes full telecommunication support of a Tollway-wide Private Branch Exchange (PBX) system, microwave system, 800 MHZ radio system, and multiple T1 connections, as well as control of extensive fiber installations.
3. Traffic Reporting Technical Support: In-house, the Tollway produces daily, weekly, monthly, quarterly and annual traffic reports. This in-house reporting will require ongoing technical support, including:
 - assistance integrating reports from new and existing host systems;
 - verifying the accuracy and completeness of new and existing host reports;
 - documenting the underlying business rules for new and existing reports; and
 - developing new streamlined reports.
4. Traffic Incident Management System (TIMS) Technical Support: On an as needed basis, the Traffic Engineer will work on Traffic Incident Management System (TIMS) issues involving Dynamic Message Signs (DMS), Closed Circuit Television (CCTV), archived data management systems, traveler information systems, and information sharing with the Illinois Department of Transportation (IDOT) and other regional partners. The Traffic Engineer may also be asked to: 1) prepare TIMS-related bid documents, 2) answer technical TIMS questions, 3) develop requirements, or 4) provide project management support.
5. TIMS/CAD Benchmarking for Incident Management Performance: Building upon the “before” and “after” comparisons of TIMS response and clearance times, the Traffic Engineer will develop a tracking system to continuously monitor progress and measure benefits of various improvements or any changes to TIMS.
6. TIMS Operations Support and Information Integration: The Traffic Engineer shall provide input and review comments associated with any further software development, acceptance testing activities, and operations procedures development. Activities include the integration of ITIP data into TIMS, integration of portable changeable message sign operations from TIMS, Decision Support Systems for operators, a Standard Operating Procedures Manual for operators, and continued review of TIMS data quality.
7. TIMS Regional Data Archiving Initiative: The Traffic Engineer shall work with the Tollway on an interagency effort to archive regional traffic data.

This effort will include coordinating various agencies such as the University of Illinois (U of I), the Illinois Department of Transportation (IDOT), the City of Chicago, CMAP, and the Counties. The primary purpose of this archiving effort would be to support future dynamic routing of traffic.

8. Travel Time Algorithm Verification: The Traffic Engineer shall verify the accuracy of the travel time algorithm produced by the addition of new system-wide I-PASS readers. This analysis is contingent upon the provision of data by NET and Transcore.
9. Weigh-in-Motion Procurement: The Traffic Engineer shall provide necessary documents for procurement and installation of a more accurate weigh-in-motion system. The purpose of such a system is to establish where and when heavy trucks are operating on the Tollway system. The Traffic Engineer's work will include verification of system acceptance.
10. Traffic Data on Website: The Traffic Engineer shall provide assistance to the Tollway in displaying additional Tollway traffic data on the Tollway web-site.
11. Ramp Queue Detection (Portable System): The Traffic Engineer shall assist the Tollway in developing a portable ramp queuing detection system. The Tollway has already successfully implemented queue detection warning systems in several locations on the system, but would like to expand to a portable system. The intent would be to implement the system on ramps in anticipation of major events with the intention of removing the system after a short time when traffic has returned to normal. The Traffic Engineer shall write the requirements for this system and prepare the necessary documents for the Tollway to procure a system. The Traffic Engineer will also provide oversight on the development of policies and procedures regarding use of the system as well as its construction and initial testing and applications.
12. CCTV Cameras for Incident Response Vehicles: The Traffic Engineer will develop policies and procedures for use and sharing of video data from CCTV cameras installed on IM vehicles. This will include researching use by other transportation and incident response agencies.
13. Wireless Video Test Plan: The Traffic Engineer will develop a standard test plan to prove the detailed and overall functionality of the Firetide system.
14. Travel Time Algorithm Development and Evaluation: The Traffic Engineer will compare and contrast various travel time estimation algorithms in use, and recommend improvements to the Tollway system as needed. This information will then be used to develop a predictive short term travel time algorithm for use internal to TIMS.
15. Regional Data Archive: The Traffic Engineer will provide technical support to help guide the development of this resource.
16. 511/ITEMS Implementation: The Traffic Engineer will provide technical support to help develop an implementation plan for updating the Tollway

system to incorporate a Traveler Information (511) system, in conjunction with other impacted agencies.

G. Advanced Project Development

The Tollway intends to assign various tasks to the Traffic Engineer regarding general mobility planning, the study and evaluation of potential tollway projects and other Advanced Project Development services. The Tollway anticipates that portions of these services shall be assigned to the Traffic Engineer while other services may be performed by other traffic engineers, environmental engineers or other providers to be performed under the Tollway's supervision. Generally speaking, the Tollway intends that corridor studies and preliminary feasibility work will be a coordination of both the Traffic Engineer and the Consulting Engineer. Preliminary traffic and revenue studies, and investment grade feasibility studies will be performed by the Traffic Engineer.

The Traffic Engineer may be authorized to perform the following services:

1. Mobility Planning

Assist the Tollway in attending meetings of governmental and quasi-governmental bodies engaged in mobility planning and/or coordination, representing the Tollway's interests at said meetings, and promptly and accurately reporting any significant developments or information to the designated individual(s) at the Tollway. The Traffic Engineer may be requested to attend the meetings of the following entities on behalf of the Tollway:

- Chicago Metropolitan Agency for Planning (CMAP)
- Rockford Metropolitan Agency for Planning (RMAP)
- Regional Transportation Agency (RTA)
-

2. Feasibility Evaluation

Assist the Tollway in:

- a. Evaluating the economic feasibility of proposed tollway projects, including the preparation, review and/or evaluation of traffic models and forecasts, traffic and revenue trends, capacity analyses and projected toll revenue forecasts.
- b. Evaluating corridor studies or preliminary feasibility studies.
- c. Submitting and reviewing design traffic and coordination with IDOT, CMAP, RMAP, and RTA.
- d. Reviewing interchange justification/modification reports.
- e. Determining vehicle count and classification data.
- f. Informing the public of the status and impact of projects.
- g. Preparing Project Concept Reports.

H. Plans, Specification and Estimates Management

The Traffic Engineer may be authorized to perform the following:

1. Design Support

- a. Review and comment in writing on the preparation by design section engineers of engineering reports, design, plans, specifications and construction documents at normal phase submittals as required by the Tollway's procedures and for special submittals that are or may be established for Tollway projects and of preliminary and final estimates of construction costs. Based upon such reviews, address the adequacy of such design, reports, plans, specifications and estimates, and, if appropriate, recommend acceptance and approval by the Tollway thereof.
- b. Provide value engineering analysis and serve on value engineering teams when requested.
- c. Advise and consult on questions of engineering with respect to project design intent.
- d. Provide communications to and for public awareness.
- e. Review and assist in development of stage construction layouts based on the following technical parameters:
 1. Traffic capacity analysis.
 2. Traffic access and service analysis.
 3. Transportation economics analysis.
- f. Provide the Tollway with monthly reports of progress and a summary of key decisions that have been made or need to be made.
- g. Develop an artistic trailblazer sign design for use in guiding patrons to the applicable project from surrounding roadway systems, for review and approval by the Tollway.
- h. Perform design reviews and assist in the procurement for the Automatic Vehicle Identification System/Electronic Toll and Traffic Management System and the Violation Enforcement System (VES) as currently existing and subsequently modified and, on an as-needed basis, assist in managing the implementation and/or installation thereof in accordance with design requirements and schedule.
- i. Consider and notify the Tollway of alternative Intelligent Transportation Systems and Tolling technologies which may enhance the safety, efficiency or overall operation of one or more or the Tollway's projects.

III. Responsibilities of the Tollway

The Tollway will furnish, without cost to the Traffic Engineer, the following services and data to the Traffic Engineer in connection with services authorized under terms of this Agreement.

1. Furnish all the Tollway's procedures, standards, forms, and policies applicable to the services.
2. Furnish drawings, specifications, schedules, reports and other information prepared by and/or for the Tollway by others which are available to the

Tollway and which the Tollway considers pertinent to the Traffic Engineer's responsibilities, as described herein.

3. Provide existing structural, roadway and other plans, as available.
4. Furnish available traffic, safety (accident), and planning data.
5. Advise the Traffic Engineer on all engineering requirements and Tollway updates.
6. Advise the Traffic Engineer regarding all intergovernmental agreements, memoranda of understanding, and other agreements affecting the Traffic Engineer's performance under this Agreement.
7. Provide office space at the Tollway's administration building for the Traffic Engineer managers and staff selected to office with the Tollway.

NOTICE

PHASE III: CONSTRUCTION ENGINEERING SERVICES

The following applies to all Phase III Engineering service items.

After the Consultant has been selected, the incumbent CM shall provide the following to the Tollway:

The Consultant selected for the Construction Management (CM) Services shall submit for the Tollway's review and approval, a management plan for the specific Project for which the Consultant is selected. This plan shall include an outline of the full-time or part-time plant and on-site inspection services sampling and laboratory testing the Consultant plans to provide for Quality Assurance. The selected CM's Consultant's Quality Program (CQP) shall include the identification and pre-qualifications of the Field Inspectors and Laboratory Technicians to be assigned to this project as employees of the Consultant or a qualified Sub-consultant. The CQP shall include periodic verification by an independent qualified Sub-consultant that the Quality Assurance operations are proceeding as specified using the proper methods of sampling and testing.

The name of any accredited Material Laboratory(s) to be utilized for the Quality Assurance work must be provided with the CQP. The laboratory must be accredited under the AASHTO Accreditation Program (AAP). The AAP requires on-site inspections and participation in proficiency ample programs. The Portland cement concrete PCC inspections and proficiency programs are conducted by the Cement and Concrete Reference Laboratory (CCRL). The hot-mix asphalt (HMA) programs are conducted by AASHTO Materials Reference Laboratory (AMRL). Either CCRL or AMRL can conduct the aggregate program for your lab. Both AMRL and CCRL are schedule to be in Illinois this year.

The laboratory shall be accredited in all of the test procedures specified in IDOT Bureau of Materials and Physical Research (BMPR) Policy Memorandum "Minimum Private Laboratory Requirements for Construction Materials Testing or Mix Design." The current IDOT policy (2001-01) can be found in IDOT's Manual of Test Procedures for Materials.

Personnel performing materials testing for aggregate, PCC, and HMA shall have completed the appropriate QC/QA trained technician classes. Personnel performing soils field tests shall have completed IDOT class S-33, "Standard Earth Density." (Detailed on next page.)

The Laboratory Technicians to be assigned to this project must be prequalified by having passed the IDOT 3-day Aggregate training courses for Aggregate Testing and the IDOT QC/QA Level I and Level II (HMA and PCC) Testing Courses.

The Field Inspectors assigned to this project for on-site Quality Assurance must be prequalified by having passed the IDOT QC/QA Half-Day Nuclear Density training course, for earthwork quality control and for monitoring the on-site bituminous construction work. The Field Inspectors assigned to the on-site quality control of concrete placement shall be prequalified by having passed the IDOT/ACI Portland Cement Concrete Level I training course. Personnel performing soils field tests shall have completed IDOT class S-33, "Standard Earth Density."

The Consultant's Quality Assurance responsibilities at the material production plants shall be performed by a Field Inspector having passed the 3-day IDOT Aggregate Gradation Control System training course combined with the IDOT QC/QA Level I and Level II (HMA and PCC) Testing courses to perform the specified inspection of approved materials at the concrete and bituminous plants.

NOTICE

CONSTRUCTION AND QUALITY ASSURANCE CONSULTANTS

S 33-Geotechnical Field Testing and Inspection Class

S33 is a required class for technicians performing soil tests on construction projects. This includes consultant personnel providing Construction Inspection or Quality Assurance Testing on Tollway projects. The Illinois Department of Transportation (IDOT) will schedule sessions of this class after determining the demand. Below is a description of the class and sign-up information.

Course Objectives

The student will be able to do the following: 1. Determine the Standard Dry Density and Optimum Moisture content of soil or soil mix according to AASHTO T 99. 2. Determine in-place density in accordance with approved test procedures. 3. Select the correct soil curve by the use of a one-point proctor and/or textural classification of the soils. 4. Determine the moisture content of a soil by either laboratory or field methods. 5. Perform validity checks of the soils test results. 6. Report results in accordance with departmental requirements.

Prerequisites:

1. One year of college level technical training or six months experience, or consent of the course instructor.
2. High school math, including ability to calculate percentages.

Course Length:

Two Days, including written examination.

Cost:

There is no cost to consultants.

Location:

District One, District Eight, and other locations determined by demand.

Schedule:

As determined by demand; late fall, winter, and early spring.

To Register:

Mail or Fax a note or e-mail Brad Risinger in the Technical Training Unit. For each proposed registrant, provide name, firm name, address, phone, FAX and e-mail. Please list multiple registrants in priority order, since seating in initial classes may be limited.

Brad Risinger
IDOT – Technical
313 Hanley Building
2300 S. Dirksen Parkway
Springfield, IL 62764
(217)782-0128
FAX (217)524-7260
Brad.Risinger@illinois.gov

NOTICE

QUALITY ASSURANCE PREQUALIFICATION CATEGORY

By the Illinois Department of Transportation (IDOT)

This notice is for consultants who are or wish to be, prequalified in the Quality Assurance (QA) prequalification category. The requirement for accreditation of QA Testing laboratories was phased in over time and is now required.

QA Testing labs must be fully accredited to be considered for any new contracts or to renew prequalification.

NOTE: Neither prequalification nor accreditation is required for consultants working directly for contractors, performing Quality Control (QC) activities.

Synopsis of requirements:

- The laboratory must be accredited under the AASHTO Accreditation Program (AAP). The AAP requires on-site inspections and participation in proficiency ample programs. The Portland cement concrete PCC inspections and proficiency programs are conducted by the Cement and Concrete Reference Laboratory (CCRL). The hot-mix asphalt (HMA) programs are conducted by AASHTO Materials Reference Laboratory (AMRL). Either CCRL or AMRL can conduct the aggregate program for your lab. Both AMRL and CCRL are schedule to be in Illinois this year.
- The laboratory shall be accredited in all of the test procedures specified in IDOT Bureau of Materials and Physical Research (BMPR) Policy Memorandum "Minimum Private Laboratory Requirements for Construction Materials Testing or Mix Design." The current IDOT policy (2001-01) can be found in IDOT's Manual of Test Procedures for Materials. An update is scheduled to be Published DATE soon and may be viewed or downloaded from the IDOT web-site.
- Personnel performing materials testing for aggregate, PCC, and HMA shall have completed the appropriate QC/QA trained technician classes. Personnel performing soils field tests shall have completed IDOT class S-33, "Standard Earth Density." The laboratory must be accredited under the AASHTO Accreditation Program (AAP). The AAP requires on-site.

The description of the prequalification categories, the SEFC, and the BMPR Policy Memo may be viewed or downloaded from the IDOT Internet Site: <http://www.dotil.gov>

Information about the AAP accreditation and AMRL programs may be found on the AMRL Web Site: <http://patapsco.nist.gov/amrl/home/index.asp>

Information about the CCRL inspection and proficiency sample programs may be found on the CCRL Web Site: <http://www.bfrl.nist.gov/862/ccrl/front.htm>

NOTICE

FOR CLARIFICATION OF STATEMENTS OF INTEREST REQUIREMENTS

A Statement of Interest listing the same individual as being responsible for performing both the work and Quality Control/Quality Assurance for the same work **is not** acceptable. The Quality Control/Quality Assurance personnel on Exhibit A should not be the same personnel preparing the data. If the prime firm does not have personnel to cover the QC/QA requirements then a Sub-consultant prequalified in the category may be used.

The following highlighted sections have been added to the Guidelines in the Professional Services Bulletin and the advertisements.

5) Complete Exhibit A as follows:

a) List the required key personnel to match required prequalification categories and any additional personnel requirements designated in the project advertisement. **Include firm name if work is to be completed by a Sub-consultant.**

b) QC/QA personnel must be different individuals than those preparing the documents.

NOTICE

VENDOR DELINQUENT DEBT

In accordance with Illinois Procurement Code 30 ILCS 500/Section 50-11 vendors and their affiliates are barred from submitting or being awarded a state contract if there is an unsatisfied delinquent debt with the State.

Prior to awarding any contract or entering into any agreements, state agencies are required to inquire, using the vendor FEIN, the Comptrollers Offset System to determine if any delinquent debt has been placed by a state agency. The inquiry shall be made for the prime vendor and each known sub-contractor.

If delinquent debt is confirmed on the Prime contractor/consultant, the award may not be granted.

If delinquent debt is confirmed on a sub-contractor/consultant, the award may still be made to the Prime contractor/consultant; however, the sub-contractor/consultant may not be used as part of the contract until the debt has been satisfied. Every sub-contractor/consultant contract shall contain a certification by the sub-contractor/consultant that it is not barred from being awarded a contract under 30 ILCS 500/50-11.

Therefore, the Federal Employment Identification Number (FEIN) is to be included by the consultant in the SOI Team Spreadsheet for both the Prime consultant and all sub-consultants.

NOTICE

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 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 year if it has not been properly invoiced to the Illinois Tollway by February 28th of the following year.

NOTICE

EARNED CREDIT PROGRAM CONSTRUCTION MANAGERS INTERNSHIP

The Earned Credit Program (ECP) Construction Managers Internship was formed to promote the hiring of ECP candidates by placing them within Tollway projects. The ECP Construction Manager Internship Program provides contractors the benefit of observing ECP candidates' abilities on the jobsite prior to hiring. ECP candidates benefit from exposure to different trade unions, contractors and sub-contractors within Tollway projects.

The ECPCM Internship Program is a four-week program (160 hours) that prepares candidates by exposing them to the work setting of a construction site. The program provides ECP candidates with the opportunity to be involved in day-to-day operations, obtain safety training and have access to contractors for job interviewing purposes. The interns are mentored to enhance their "soft-skills" as they interface with the various elements of the work site.

ECP candidates should:

1. Shadow and assist field inspectors.
2. Participate in job meetings with project managers, construction managers, contractors and sub-contractors.
3. Maintain a field journal used in discussions with engineers.
4. Schedule and undergo interviews with contractors and sub-contractors on the jobsite.

Construction managers should:

1. Introduce ECP candidates to contractors and sub-contractors on the jobsite and help in coordinating interviews.
2. Provide counsel and feedback through a bi-weekly evaluation process.
3. Upon completion of the 160 hours of internship, bill the time to the Tollway through the regular invoicing process.

The purpose of the ECPCM Internship Program is to encourage union signatory contractors, sub-contractors and fabricators to sponsor into applicable unions qualified and eligible disenfranchised individuals: African Americans, Hispanics, females, ex-offenders and veterans referred to them by the Tollway. These disenfranchised individuals have been screened using industry standards for union membership. The "credit" is currently only applicable to the Tollway's Congestion Relief Program contracts, however, the ECP candidates can be assigned to work anywhere in the State of Illinois as long as they are paid union-scale wages and benefits.

Job placement opportunities are created by the construction manager advocating placement of the candidate with project general contractors or sub-contractors. The ultimate goal of the program is to place ECP candidates with a construction company and, if necessary, sponsor them into a trade union.



Illinois State Toll Highway Authority
 ECP Internship Program
 Weekly Sign-In and Out Sheet

Construction Manager _____

Resident Engineer _____

ECP Intern _____

Date	ECP Intern Signature	Time Arrived	Time Departed	Total Hours

Internship Performance Evaluation

Project Number _____ Location _____

Total Hours _____

Supervisor _____

Supervisor Signature _____ Date: _____

Comments:

DISADVANTAGED, MINORITY, WOMEN OWNED BUSINESS ENTERPRISE (D/M/WBE) PARTICIPATION

The Tollway hereby notifies all applicants that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged, minority and/or women-owned business enterprises will be encouraged to submit a Statement of Interest (SOI) response to this invitation and/or to participate in at least 20% of the work to be performed under the contract as a sub-consultant.

To qualify as an eligible Disadvantaged Business Enterprise (DBE), the firm must be currently certified by one of the following agencies currently participating in the Illinois Unified Certification Program (IL UCP):

- Illinois Department of Transportation (IDOT)
- Chicago Transit Authority (CTA)
- PACE
- METRA
- City of Chicago

A current letter of certification from the applicable D/M/WBE Agency is requested with your SOI submittal.

You can view/print and download the most current listing of DBE firms at IDOT's web site <http://www.dot.state.il.us>. A link entitled "IL UCP Directory" can be found on the right hand side of the home page. Note: Once in the DBE Directory, make sure you select IL UCP participates to view **all** certified DBE's regardless of host agency.

To qualify as an eligible Minority/Women-Owned Business Enterprise (M/WBE), the firm must be certified by the City of Chicago.

You can view/print and download the most current listing of M/WBE firms at the City of Chicago's web site <http://www.cityofchicago.gov>. A link entitled "City Departments" can be found on the top of the home page. Once in the City Departments Directory, scroll down to Procurement Department. A link entitled "Search the M/WBE Directory" can be found on the left hand side of the Procurement Department website.

To qualify as an eligible D/M/WBE, the following must be met:

- At least 51% of the company must be owned by one or more members of an eligible disadvantaged or minority classification or by women. These individuals must exercise control over management and daily operations of the firm.
- The D/M/WBE firm must provide a commercially useful function.
- The D/M/WBE must provide evidence of a current DBE, MBE or WBE certification by the IL UCP or the City of Chicago; and,
- The M/WBE is being proposed to provide services identified in the Specialty Area on the Letter of Certification.

Illinois Tollway Disclaimer Statement Disadvantaged Business Enterprises (DBE) Directory and City of Chicago Minority and Women-Owned Business (M/WBE) Directory

Firms listed in either the Illinois Unified Certification Program (IL UCP) Disadvantaged Business Enterprises Directory (Directory) or the City of Chicago Minority and Women-Owned Business Directory have been certified as a Disadvantaged Business Enterprise (DBE) by one of the IL UCP participating agencies (Illinois Department of Transportation, City of Chicago, Chicago Transit Authority, Metra and Pace) or by the City of Chicago.

The criteria, standards and procedures by which certification decisions are made can be obtained from any of the IL UCP certifying agencies. The contract dollar amounts committed to DBE/MBE/WBE certified firms on Illinois Tollway contracts may be eligible to be counted toward the fulfillment of DBE/MBE/WBE contract goals on both construction contracts and professional service awards.

These directories are to be used as an “informational source only” and the following must be considered:

- Certification does not mean that a firm is in any way prequalified to provide the products and/or services the firm claims it can provide. “Certification” means that the IL UCP or the City of Chicago has determined, on the basis of information provided and the representations therein, that a business is a bona fide DBE/MBE/WBE. The IL UCP or the City of Chicago does not, as a result of either listing, make any representation concerning the ability of any listed firm to perform work in the specialty listed;
- The Tollway does not, through its use of and referral to IL UCP DBE and City of Chicago MBE/WBE lists, make any representation concerning the ability of any listed firm to perform work in the specialty listed.
- The Illinois Tollway in awarding a contract has discretion in determining whether a DBE/MBE/WBE firm’s listed work categories are eligible to be counted toward the fulfillment of DBE/MBE/WBE contract goals; and
- The IL UCP disclaims any and all responsibility concerning errors, omissions or misrepresentations which may be contained in its publication. It is the responsibility of all contractors to:
 - a) Conduct their own investigation to determine the capability and capacity of the DBE/MBE/WBE firm(s) to satisfactorily perform the proposed work; and
 - b) Ensure the DBE/MBE/WBE firm(s) has a current DBE/MBE/WBE certification letter.

These directories list the most current IL UCP DBE/City of Chicago MBE/WBE certified firms. If there are any questions concerning either of these directories, please contact any one of the participating IL UCP agencies or the City of Chicago Department of Compliance.

PARTNERSHIP – MENTOR/PROTÉGÉ – PROGRAM GUIDELINES

PROGRAM OVERVIEW

The Illinois Tollway has created the Partnership - Mentor/Protégé Program in an effort to facilitate our professional service consultants in meeting our stated Disadvantaged Business Enterprise/Minority Business Enterprise/Women Business Enterprise (D/M/WBE) goals, assist certified D/M/WBE firms build their capacity through participating in a prime consultant role and assist D/M/WBE's in becoming and/or remaining self-sufficient, competitive and profitable business enterprises.

Under this Program, the Professional Service Consultant (Mentor) will receive twenty percent (20%) credit towards meeting its contractual D/M/WBE participation goals through participating in this Partnership Mentor/Protégé Program. To be eligible, the Protégé (D/M/WBE) must self perform no less than 15% of the services on the prime level. If this requirement is satisfied, the Mentor will be given an additional 5% credit for successfully participating in the Partnership - Mentor Protégé Program.

PROCEDURE FOR PARTICIPATING IN THE TOLLWAY'S PARTNERSHIP MENTOR/PROTÉGÉ PROGRAM

A D/M/WBE means a business certified by either the City of Chicago as an D/M/WBE or certified as a DBE by the Illinois Unified Certification Program. Current participants include the Illinois Department of Transportation (IDOT), Chicago Transit Authority (CTA), Regional Transit Authority (RTA), METRA and the City of Chicago in accordance with the requirements of 49 CFR part 26.

1. Partnership - Mentor and Protégé must submit a completed Tollway Mentor/Protégé Agreement as part of the Statement of Interest submitted in response to a Professional Service Bulletin. (The 'agreement' that is developed by the parties represents the working contract that has been agreed to.)
2. The Tollway Mentor/Protégé Agreement (no longer than two pages) describes the roles of personnel, hours, costs, deliverables, supervision, office space and equipment, etc. Essentially, anything that is performed in the Mentor/Protégé relationship can be uniquely addressed in this agreement. The goal of the agreement is to bring a Protégé up to a level of sufficiency to function as a Prime for upcoming work. The Partnership - Mentor Protégé Agreement must include the following:
 - A. Assessment of the Protégé needs.
 - B. Description of the specific assistance that the Mentor will provide to address those needs (minimum three of the optional capacity building items).
 - C. Mandatory capacity building items identified. (Section III).
 - D. Provision that either party can terminate with 30 days advance notice to the other party and the Tollway. The following provisions are acceptable justifications for requesting termination:
 - Either party has failed or is unable to meet its obligation under the Agreement.
 - Protégé is not progressing or is not likely to progress in accordance with the Agreement.

PARTNERSHIP – MENTOR/PROTÉGÉ – PROGRAM GUIDELINES

3. The Partnership - Mentor Protégé Agreement is subject to the approval of the Tollway's General Manager of Diversity. If the Agreement is not approved, the Mentor and Protégé will be advised by the General Manager of Diversity of the reasons why the Agreement is not acceptable and shall have 5 days to cure the deficiencies and resubmit the Partnership - Mentor Protégé Agreement.

MENTOR/PROTÉGÉ REQUIREMENTS

Mentor/Protégé Agreement will not be approved if the assistance to be provided is not sufficient to promote any real gains to the Protégé.

The Mentor must identify the D/M/WBE firm that will participate as the Protégé and describe in narrative form the scope of services that the Protégé will maintain responsibility for on the prime level and provide a detailed description of training, support and services the Mentor will provide to the Protégé as part of the Partnership - Mentor/Protégé Agreement.

The Mentor must demonstrate a significant level of commitment, performance and capability to provide meaningful instruction and beneficial resources to its Protégé. The Protégé D/M/WBE firm must participate in a formal partnership on the prime consultant level.

A. The Mentor must provide mandatory capacity building to the Protégé in the following areas:

- Provide guidance and oversight to the Protégé.
- Work with the Protégé in developing a Project Management Plan from conception of the project through project completion.
- Provide guidance and oversight to the Protégé on the development of the Quality Assurance/Quality Control Plan including the CAD Plan if applicable.
- Familiarizing Protégé with applicable laws, regulations and rules.

B. The Mentor may provide optional capacity building to the Protégé in the following areas:

- Training in technical aspects of operating the business, such as invoicing, accounts receivable, marketing, business forecasting and associated budgeting, human resource and information technology development, selection techniques for insurance and banking relationships.
- Assistance in preparation of change orders, claim filing, resolution of disputes, scheduling and other aspects of performance.
- Assistance in the preparation of contract documents, proposals and Statements of Interest.
- Guidance regarding the Protégé's procedures in accounting for daily actual cost of labor, production and overhead.
- Identify Protégé's unique challenges and provide a plan to address each challenge.

PARTNERSHIP – MENTOR/PROTÉGÉ – PROGRAM GUIDELINES

PROTÉGÉ PROGRAM REQUIREMENTS

The Protégé must be certified and in Good Standing by one of the pre-identified agencies as a DBE, MBE and/or WBE firm. The D/M/WBE Protégé firm must perform a commercially useful function under the contract, have the wherewithal and experience to perform under the consultant's Agreement and not act merely as a middle-person, passive conduit or broker of services.

The Protégé should have an established track record as a professional service consultant and expressed interest in expanding its services in a particular field such as construction management, construction engineering, construction, inspection services, project management and/or surveying services.

The Protégé commitment must meet at a minimum 15% D/M/WBE participation of the total contract value on the prime level. The participating Protégé must actually perform a distinct element of work and must provide management and supervision of that work with its own work force.

The Protégé is eligible to participate in other subcontracting opportunities, outside the parameters of the Partnership - Mentor/Protégé Program, on other contracts. Exclusive agreements between the Mentor and Protégé are prohibited and violate federal anti-trust laws.

The Protégé must remain a separate and distinct independent business entity from the Mentor.

PROGRAM MONITORING, REPORTING AND RECORD KEEPING

Tollway staff will conduct periodic compliance reviews to monitor and report the Protégé's progress. A schedule will be established with the parties to monitor performance and compliance with the Partnership - Mentor/Protégé Agreement.

Commencing 30 days following the date that the Partnership - Mentor Protégé Agreement is approved, a Monthly Utilization Report (MUR) must be submitted to the General Manager of Diversity to verify payments towards meeting the 15% of the prime contract commitment to the Protégé as a partner on the prime consultant level. The MUR must summarize the kinds of services and/or skills provided to Protégé including hours and areas of involvement, such as managerial, technical or financial assistance. Additional information may be requested by the Tollway if the report is not acceptable. The MUR is available on the Tollway's website – see Diversity Program section.

Time sheets in a form acceptable to the Tollway and MUR's must be maintained by the Mentor with a sign-off by Protégé to be submitted to the General Manager of Diversity.

Illinois Tollway Authority
2700 Ogden Avenue
Downers Grove, Illinois 60515
Attention: General Manager of Diversity

When submitting please use the Prime's 2-6 character Firm Name Code on each file. For further assistance on submitting Partnership Mentor/Protégé SOI's please call:

Catrice M. Hardwick
Executive Secretary
Engineering Department
The Illinois Tollway
(630)241-6800, extension 3853

Mentor/Protégé Proposal Details

PSB # 10-1 Item # _____

Description _____

Mentor Company Name:

Protégé Company Name:

Above named Protégé is currently certified as the following: **(check all that apply and attach current letter of certification from applicable agency)**

DBE/IL-UCP program MBE City of Chicago WBE City of Chicago

If the above named Protégé has previously performed as a Prime consultant on a Illinois Tollway contract, list date, contract #, and description of scope:

List all previous Mentor/Protégé partnerships that Protégé has been involved in:

Contract # _____ Protégé Award \$ _____ Mentored by _____

Contract # _____ Protégé Award \$ _____ Mentored by _____

Contract # _____ Protégé Award \$ _____ Mentored by _____

Contract # _____ Protégé Award \$ _____ Mentored by _____

JOINT VENTURE AGREEMENT

The Illinois Tollway began considering statements submitted by Joint Ventures with PSB 08-02. The Joint Venture Agreement, signed by all parties, as well as the Joint Venture's Federal Employer Identification Number (FEIN) **MUST** be included within ten (10) business days after notification of selection. The Joint Venture Agreement must clearly identify the parties in interest and their respective rights and responsibilities. The Joint Venture may have no more than three members.

The Joint Venture will be considered the Prime Consultant. The selection criteria for the Joint Venture will include the combined firm's pre-qualification categories, and the sum of the individual firm's work capacity and evaluation history.

The Tollway requires the Joint Venture Entity to perform no less than 40% of the work, meaning the Joint Venture cannot subcontract more than 60% of the project work. The scope of work performed by each member of the Joint Venture and subcontractors must be clearly spelled out in the Statement of Interest. Each member of the Joint Venture must make a substantial contribution to the performance of the work being done by the Joint Venture. What is meant by substantial depends on the number of members in the Joint Venture, the professional qualifications of each member, and the nature of the work being performed.

Each member of the Joint Venture will procure and maintain separate insurance policies appropriate for the services to be performed and in accordance with the Tollway's standard insurance requirements set forth in our Consultant Agreements (See Tollway website @ www.illinoistollway.com under Doing Business: Construction and Engineering: Consultant Contract Forms). Each member to the Joint Venture will indemnify the Joint Venture against claims arising from their performance under the Joint Venture. The insurance and indemnification obligations survive the termination of the Joint Venture. In the event of the termination of the Joint Venture, the insurance and indemnification rights of the Joint Venture must be assignable to the Tollway as a matter of law. Proof of compliance with these requirements must be submitted to the Tollway with (or within) the fully-executed Joint Venture Agreement.

The Joint Venture entity will submit one Statement of Interest with the following specified:

- Designate a single project manager who will serve as the Joint Venture's primary contact with the Tollway.
- Indicate the firm responsible for each prequalification category.
- Each individual firm's work left, disclosure forms and delinquent debt forms.
- The firm responsible for invoicing.
- One Exhibit A, plus other required documents specified in the PSB, combining the information for all firms (Indicate personnel name and firm name on Exhibit A for key staff).

EXHIBIT A EXAMPLE:

Name Required Prequalification Category :

Location Drainage

*Name Ms. Jackie Smith (ABC Engineering, Assoc.)

Category PE (PE, SE, LS)

Registration # 00012345

Year Registered 2002 State IL

Office Location:

City Chicago State IL

A firm planning to submit a Statement of Interest as a Joint Venture is required to contact the Tollway for a new Statement of Interest Code. Contact Catrice Hardwick by e-mail at chardwick@getipass.com. The code is required so that the Joint Venture proposal is recognized as a Joint Venture. (The only exception is that each Firm involved in the Joint Venture is required to fill out a SOITEAM.xls spreadsheet. Each firm should use its own Firm Name Code for this document only. The managing firm should list the sub-consultants working with the Joint Venture team in its SOITEAM.xls spreadsheet.)

REQUIRED EXHIBITS AND CERTIFICATIONS TO BE COMPLETED

1. SOI Team Spreadsheet
2. Certification by Principal of Submitting Firm
3. Exhibit A: Proposed Personnel
4. Exhibit B: Location/Design - Environmental Questionnaire (if required.)
5. Exhibit C: Current Obligations
6. Exhibit D: Availability of Key and Support Personnel
7. Certification Disclosure Forms (Revised April 1, 2010)
(The Disclosure Certification Forms include the Iran Disclosure Form, the Delinquent Debt Review Form and addresses Public Act 95-971)
 - The Consultant Quality Plan (CQP) is required to be submitted only by the selected consultant within 14 days after the first scoping meeting at the Tollway's offices.
 - Exhibits from previous Professional Services Bulletins will not be accepted.
 - Failure to submit the Certification and Exhibits included in this PSB will result in rejection of the submittal.
 - The Exhibits are required to be submitted by the **Prime Consultant only**. (Please see "Notices" regarding "Joint Venture" submissions.)
 - The Certification/Disclosure forms are required to be submitted by the Prime Consultant only.
 - Exhibit D must include **all** staff from the Prime firm and the Sub-consultants.

ALL FORMS ARE AVAILABLE IN THIS PSB 10-1 AND ON THE TOLLWAY'S WEBSITE:
www.illinoistollway.com (Doing Business)

PROFESSIONAL SERVICES BULLETIN (PSB)

SUBMITTAL CHECK LIST

The Illinois Tollway encourages use of this Check List when preparing your Statement of Interest (SOI).

- Download the most current forms as listed on our website: <http://www.illinoistollway.com> for your SOI submittals (Doing Business: Construction and Engineering – Joint Resources – Professional Services Bulletin).
- Include a separate Statement of Interest (SOI) for each PSB item. SOI must be submitted in adobe.pdf format and labeled as described in e-mail instructions.
- Include DBE commitment and percentage breakdowns in both the SOI pdf and SOITEAM Excel spreadsheet. Percentages must match.
- If the SOI identifies a Mentor-Protégé partnership, include a copy of Mentor-Protégé Agreement, D/M/WBE certifications and Mentor-Protégé Detail sheet with SOI.
- SOITEAM Spreadsheets include Prime, Sub-consultant and D/M/WBE percentage breakdowns.
- Exhibit A: Proposed staff specific to each SOI submitted, including sub-consultants, resumes, category of work, etc.
- Exhibit B: Location/Design - Environmental Questionnaire (if required.)
- Exhibit C: Current Obligations – provide most current dollar amounts.
- Exhibit D: Availability of Key and Support Personnel (must include **all** staff – both Prime and Sub-consultants).
- Certification/Disclosure Forms (Revised April 1, 2010) for Prime. The Certification/Disclosure Forms include:
 - Public Act 95-971 – Political Contributions
 - Department of Human Rights (DHR) Public Contract Number
 - Potential Conflicts of Interest
 - Financial Disclosures
 - Iran Disclosure Form
 - Delinquent Debt Review Form
- Political Contributions are subject to Public Act 95-0971 – Primes must include a copy of the Board of Elections Registration certificate with their Certification/Disclosure forms.
- Include your Certification by Principal form when submitting your SOI.

Follow the E-mail instructions when submitting your SOI.

SOI submittals must be received between the PSB Publish date, June 15, 2010, and the Due Date of 4:30pm local time, July 12, 2010. Sending the SOI just before 4:30pm does not guarantee that it will be received by 4:30pm.

The Consultant Quality Plan (CQP) is only required to be submitted by the selected consultant within 14 days after the first scope meeting at the Tollway's office.

Failure to submit the required Certifications and Exhibits included in this PSB will result in rejection of the submittal.

NOTICE OF ELECTRONIC SIGNATURES

In order for the Tollway to verify your scanned in signature (on the Certification of Principal of Submitting Firm, Exhibit A and Disclosure Forms) we request that you complete the **Signature Certification for Electronic Submittals** form and submit it to us in **hard-copy** immediately.

A Signature Certification Form must be completed for each individual that will be signing any of the above mentioned documents.

Send submittal to:

Ms. Catrice M. Hardwick
Executive Secretary
Engineering Department
Illinois State Tollway
2700 Ogden Avenue
Downers Grove, IL 60515

Questions can be addressed to chardwick@getipass.com

If a Signature Certification Form has been submitted to the Tollway on PSB 05-1, and/or subsequent PSB's it is not necessary to submit this form again. This form must be submitted, however, when a new signatory is added for your firm.

All required Exhibits can be found on the Tollway's Website.
(<http://www.illinoistollway.com>)

SIGNATURE CERTIFICATION FOR ELECTRONIC SUBMITTALS

I certify that my electronically scanned-in signature appearing in future electronic Statements of Interest and associated documents submitted by our firm is authorized to be affixed by the person doing so and will be binding on the firm.

_____ (Firm) _____ (Signature) _____ (Title)

STATE OF _____

COUNTY OF _____ I, _____

a Notary Public in and for the County and State aforesaid, DO HEREBY CERTIFY that

(Print Name) _____

known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that (he/she) signed, sealed and delivered the said instrument as a free and voluntary act, for the uses and purposes therein set forth.

GIVEN under my hand and Notary Seal this _____ day of _____ A.D. _____.

NOTARY PUBLIC

CERTIFICATION BY PRINCIPAL OF SUBMITTING FIRM

I certify that I am the _____ of the firm of _____ and that I have thoroughly reviewed our existing and pending obligations for services by our Transportation Technical Staff **(including work for which selection has been made but negotiations and/or agreements execution has 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 using the identified Key and Support Personnel on Exhibit A for the full term of the contract.

Our Team will complete this project within the time frame stated in the PSB for this Item.

Our firm will meet or exceed the D/M/WBE goal for this Item.

Our Team will implement the Tollway's Quality Program.

The office location from which a majority of the work for this project will be performed is:

(Enter address)

I certify that the information contained in this Statement of Interest is true and accurate.

Date _____

Signature _____

Print Name _____

Exhibit A – Proposed Staff

PSB# _____ Item# _____

Please provide the information for the following Key Personnel, including the staff from the Sub-consultants. The personnel named Exhibit A must also be listed on Exhibit D: Availability of Key and Support Personnel.

Project Manager :

Name _____
Category _____ (PE, SE, LS)
Registration # _____
Year Registered _____ State _____
Office Location _____
City _____ State _____

Project Engineer :

Name _____
Category _____ (PE, SE, LS)
Registration # _____
Year Registered _____ State _____
Office Location _____
City _____ State _____

QA/QC Roadway :

*Name _____

Category _____ (PE, SE, LS)
Registration # _____
Year Registered _____ State _____
Office Location: _____
City _____ State _____

QA/QC Structures:

*Name _____

Category _____ (PE, SE, LS)
Registration # _____
Year Registered _____ State _____
Office Location: _____
City _____ State _____

Other Required Key Staff:

Name Required Prequalification Category :

*Name _____

Category _____ (PE, SE, LS)
Registration # _____
Year Registered _____ State _____
Office Location: _____
City _____ State _____

Name Required Prequalification Category:

*Name _____

Category _____ (PE, SE, LS)
Registration # _____
Year Registered _____ State _____
Office Location: _____
City _____ State _____

Name Required Prequalification Category :

*Name _____

Category _____ (PE, SE, LS)
Registration # _____
Year Registered _____ State _____
Office Location _____
City _____ State _____

Required Prequalification Category:

*Name _____

Category _____ (PE, SE, LS)
Registration # _____
Year Registered _____ State _____
Office Location _____
City _____ State _____

*If work is being done by a Sub-consultant list firm name also.

Exhibit A – Proposed Staff

PSB# _____ Item# _____

Other Required Key Staff:

Name Required Prequalification Category :

*Name _____
 Category _____ (PE, SE, LS)
 Registration # _____
 Year Registered _____ State _____
 Office Location _____
 City _____ State _____

Name Required Prequalification Category:

*Name _____
 Category _____ (PE, SE, LS)
 Registration # _____
 Year Registered _____ State _____
 Office Location _____
 City _____ State _____

Name Required Prequalification Category :

*Name _____
 Category _____ (PE, SE, LS)
 Registration # _____
 Year Registered _____ State _____
 Office Location _____
 City _____ State _____

Name Required Prequalification Category:

*Name _____
 Category _____ (PE, SE, LS)
 Registration # _____
 Year Registered _____ State _____
 Office Location _____
 City _____ State _____

Name Required Prequalification Category :

*Name _____
 Category _____ (PE, SE, LS)
 Registration # _____
 Year Registered _____ State _____
 Office Location _____
 City _____ State _____

Name Required Prequalification Category:

*Name _____
 Category _____ (PE, SE, LS)
 Registration # _____
 Year Registered _____ State _____
 Office Location _____
 City _____ State _____

*If work is being performed by a Sub-consultant list firm name also.

Attach resumes' of above listed personnel.

<u>Management</u>	<u>Professionals</u>	<u>Sub-professionals</u>
	Engineers	Technicians
Total	Land Surveyors	Draftsman
	Architects	Survey Crew
	Others	Clerical
	Total	Other
		Total
		Total Project Staff

Exhibit B

Location –Environmental Questionnaire

PSB No./Item No. _____/_____

Firm Name _____

Location/Design Study Work

1. List and describe in a short paragraph up to a maximum of five similar or more complex Location/Design studies your firm has completed in the last five years. If ISTHA project(s), use PSB No. and Item # (i.e., 09-1/5).
2. List and describe in a short paragraph up to a maximum of three less complex Location/Design studies your firm has completed in the last five years. If ISTHA project(s), use PSB No. and Item #.

If your firm is selected to perform this project, list names of the following professional and technical personnel you will assign to this project:

Project Engineer	_____
Geometrics Engineer	_____
Traffic Engineer	_____
Hydraulics Engineer	_____
Structural Engineer	_____
Geotechnical Engineer	_____
Technical Writer	_____
QC/QA Reviewer	_____

(No assignment indicates work will not be required in this area.)

5. Briefly outline the procedures you will use to accomplish the project Location/Design study objectives if selected. (This description should not exceed three pages.)

Environmental Work

Check appropriate Prequalification Level Advertised for this project.

Simple EA Complex EA EIS

1. For complex EAs & EISs, briefly describe a similar or more complex highway-related environmental report completed within the last five years. (Completed report requires environmental documents approved for public release.) If ISTHA project, use PSB No. and Item #. Include the project location, type of facility studied, nature of environmental work, and public involvement process. If non-ISTHA project, include with the description the name and telephone number of a person in the contracting agency familiar with the project. (This description should not exceed two pages.)

Exhibit B page 1 of 2

Exhibit B

2. Briefly describe the environmental issues you expect to play a meaningful role in this project. Include a description of how public involvement proceedings will be conducted, if deemed necessary. (This description should not exceed the following: one page for simple EAs, three pages for complex EAs, and five pages for EISs.)
3. Briefly describe how you plan to proceed with the Environmental portion of this project. This description should not exceed the following: one page for simple EAs, two pages for complex EAs, and three pages for EISs.
4. List the individuals, including Sub-consultants that will be responsible for the environmental issue areas listed below, and the location from which these individuals will be working.

	<u>Name</u>	<u>Office Location</u>
Environmental Lead	_____	_____
Percent of Time Devoted to Project	_____	_____
Air	_____	_____
Noise	_____	_____
Water Quality	_____	_____
Wetlands and associated aquatic resources	_____	_____
Sociology	_____	_____
Economics	_____	_____
Biological Resources (other than wetlands)	_____	_____
Cultural Resources	_____	_____
Agriculture	_____	_____
Hazardous Waste	_____	_____
Geology	_____	_____
Public Involvement	_____	_____
Technical Writer	_____	_____
QC/QA for Environmental Document	_____	_____

Resumes are required for individuals not listed in the latest SEFC or Sub-consultants not prequalified in the required level of environmental report. Resumes are not to exceed two pages. Identification of the actual work performed by individuals on specific projects must be included and the dates of the work performed.

5. Briefly describe how the environmental staff identified in item 4 will be incorporated into the study process, and describe their attendance at meetings. Particular attention should be given to those not located in the office who are primarily responsible for conducting the work. This description should not exceed one page.

INSTRUCTIONS FOR COMPLETING EXHIBIT C – CURRENT OBLIGATIONS

Work Being Negotiated or Under Agreement with the Illinois State Toll Highway Authority

If your firm currently has work awarded by ISTHA, complete **Exhibit C**, page 1 of 3, showing *Project Fee and Fee Remaining in the Estimated Time Period for Completion of Each Project*. **[Projects being negotiated and scheduled supplements should be listed and the fee columns estimated.]** If your firm has a contract in which the Tollway has suspended the work, list the Project Fee and Fee Remaining To Be Earned and your best estimate of when the work will resume. If your firm is participating in an ISTHA project as a Sub-consultant, complete the "**Your Firm as a Sub-consultant**" block showing *Subcontract Fee and Fee Remaining in the Estimated Time Period for Completion of Each Project*.

- **Work Being Negotiated or Under Agreement by Your Transportation Staff for Other than the Illinois State Toll Highway Authority**

For any work your firm has other than ISTHA, complete **Exhibit C**, page 2 of 3, listing the *Fee Remaining in the Time Period for Completion of the Projects in the Appropriate Agency*.

- **Current Obligations for the Illinois State Toll Highway Authority that Your Firm has Subcontracted**

If your firm currently has work where a Sub-consultant is being utilized, see **Exhibit C**, page 3 of 3, and complete and submit page 3 showing their *Subcontracted Fee and Work Remaining* in the appropriate columns. If you currently have no Sub-consultants on your ISTHA contracts, mark "**None**" and submit.

- **Summary of Work**

Please provide this information from totals on Exhibit C, pages 1 and 2. The table for this information is found in Exhibit C at the bottom of page 2.

EXHIBIT C

Current Obligations of Work for the Illinois State Tollway Highway Authority

(Name of Your Firm)

Your firm as Prime Consultant

Your firm as Sub-consultant To:

PSB No.	Total Project Fee (000's)	Fee Remaining without Sub-consultants					
		0-6 Months (000's)		7-18 Months (000's)		>18 Months (000's)	
		Design	Constr.	Design	Constr.	Design	Constr.
Total as Prime (enter here & table on Page 3)							

Consultant You are Subcontracted To	PSB No.	Total Project Fee (000's)	Fee Remaining					
			0-6 Months (000's)		7-18 Months (000's)		>18 Months (000's)	
			Design	Constr.	Design	Constr.	Design	Constr.
Total as Sub-consultant (enter here & table on Page 3)								

EXHIBIT C

Current Obligations Of Work By Your Transportation Staff For Other Than The Illinois State Toll Highway Authority

(Name of your Firm)

	Total AGR Amount (000's)	Fee Remaining To Be Earned					
		0-6 Months		7-18 Months		>18 Months	
		Design	Constr.	Design	Constr.	Design	Constr.
City of Chicago							
Illinois Department of Transportation							
All Other Work (Public & Private)							
Total Non-ISTHA (enter here & on table below)							

Note: The start date for the 0-6 months will be the date of this PSB

Summary of Work

Totals For Firm	0-6 Months		7-18 Months		>18 Months	
	Design	Constr.	Design	Constr.	Design	Constr.
Total As Prime						
Total As Sub-consultant						
Total For Non-ISTHA						
Total						

Exhibit C – Page 2 of 3

EXHIBIT C

**Current Obligations For The Illinois State Toll Highway Authority
That Your Firm Has Subcontracted**

(Name of your Firm)

Subcontract Fee is the total Sub-consultant fee negotiated in a subcontract and includes all additional Sub-consultant fees in supplements and Extra Work Orders.

Fee Remaining to be Earned is the “Subcontract Fee” less:

- (1) The fee billed to your firm and,
- (2) The actual and estimated fee for work completed subsequent to the last submitted invoice up to the date of issuance of this Bulletin.

PSB Item #	Job #	Name of Sub- consultant	Sub- contract Fee	Fee Remaining To Be Earned					
				0-6 Months		7-18 Months		>18 Months	
				Design	Constr.	Design	Constr.	Design	Constr.

DISCLOSURE OF BUSINESS OPERATIONS IN IRAN FORM

PSB# _____ & Item(s) # _____

Public Act 95-0616 provides that each bid, offer, or proposal submitted for a State contract shall include a disclosure of whether or not the Company acting as the bidder, offeror, or proposing entity, or any of its corporate parents or subsidiaries, within the 24 months before submission of the bid, offer, or proposal had business operations that involved contracts with or provision of supplies or services to the Government of Iran, companies in which the Government of Iran has any direct or indirect equity share, consortiums or projects commissioned by the Government of Iran, or companies involved in consortiums or projects commissioned by the Government of Iran and whether either of the following conditions apply:

- (1) More than 10% of the Company's revenues produced in or assets located in Iran involve oil-related activities or mineral-extraction activities; less than 75% of the Company's revenues produced in or assets located in Iran involve contracts with or provision of oil-related or mineral-extraction products or services to the Government of Iran or a project or consortium created exclusively by that government; and the Company has failed to take substantial action.
- (2) The Company has, on or after August 5, 1996, made an investment of \$20 million or more, or any combination of investments of at least \$10 million each that in the aggregate equals or exceeds \$20 million in any 12-month period, which directly or significantly contributes to the enhancement of Iran's ability to develop petroleum resources of Iran.

The terms "Business operations", "Company", "Mineral-extraction activities," "Oil-related activities", "Petroleum resources", and "Substantial action" are all defined in the Act.

Failure to make the disclosure required by the Act shall cause the bid, offer, or proposal to be considered not responsive. The disclosure will be considered when evaluating the bid, offer, or proposal or awarding the contract. The name of each Company disclosed, as doing business or having done business in Iran will be provided to the State Comptroller.

To be in compliance with the Disclosure of Business Operations in Iran check the appropriate statement:

- Company has no business operations in Iran to disclose.**
- Company has business operations in Iran as disclosed in the attached document(s).**

The following must be signed and dated by a person authorized to execute contracts for the offeror.

THE FOLLOWING STATEMENT MUST BE SIGNED

<p>_____</p> <p>Name of Authorized Representative (type or print)</p> <p>_____</p> <p>Title of Authorized Representative (type or print)</p> <p>_____</p> <p>Signature of Authorized Representative</p> <p>_____</p>
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NOTICE

TAXPAYER IDENTIFICATION PAGE REVISION CONSULTANT DISCLOSURE/CERTIFICATION - EFFECTIVE 4/1/10

The Taxpayer Identification section of the Consultant Disclosure/Certification form has been revised (see page 10 of 13).

When submitting your Disclosure/Certification form, you are required to check the legal status option that applies to your firm. Please verify your legal status before checking the appropriate line.

One of the options on the form is "Partnership/Legal Corporation". This option **does not** suggest Partnership **and/or** Legal Corporation. Checking this option implies the firm is a Partnership and also a Legal Corporation.

The option "Corporation not providing or billing Medical and/or Health Care Services" is related to the professional services you provide, not whether your firm has healthcare coverage for your employees.

CERTIFICATION/DISCLOSURE FORMS



LEGAL ABILITY TO CONTRACT: Vendor certifies it is under no legal prohibition on contracting with the State of Illinois, has no known conflicts of interest and further specifically certifies that:

1. Vendor, its employees and subcontractors will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.) and applicable rules in performance under this Contract.
2. Vendor is not in default on an educational loan (5 ILCS 385/3).
3. Vendor (if an individual, sole proprietor, or partner) has informed the director of the Agency in writing if he/she was formerly employed by that agency and has received an early retirement incentive prior to 1993 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code, 40 ILCS 5/14-108.3 and 40 ILCS 5/16-133.3, and acknowledges that contracts made without the appropriate filing with the Auditor General are not payable from the "contractual services" or other appropriation line items. Vendor has not received an early retirement incentive on or after 2002 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code, 40 ILCS 5/14-108.3 and 40 ILCS 5/16-133.3, and acknowledges that contracts in violation of Section 15a of the State Finance Act are not payable from the "contractual services" or other appropriation line items (30 ILCS 105/15a).
4. Vendor certifies (i) that it will offer to assume the collective bargaining obligations of the prior employer, including any existing collective bargaining agreement with the bargaining representative of any existing collective bargaining unit or units performing substantially similar work to the services covered by the contract subject to its bid or offer, and (ii) that it shall offer employment to all employees currently employed in any existing bargaining unit performing substantially similar work that will be performed under this contract (30 ILCS 500/25-80).
5. Vendor has not been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or any other State, nor has Vendor made an admission of guilt of such conduct that is a matter of record (30 ILCS 500/50-5).
6. If Vendor has been convicted of a felony, at least five years have passed after the date of completion of the sentence for such felony, unless no person held responsible by a prosecutor's office for the facts upon which the conviction was based continues to have any involvement with the business (30 ILCS 500/50-10).
7. If Vendor, or any officer, director, partner, or other managerial agent of Vendor, has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, at least five years have passed since the date of the conviction. Vendor further certifies that it is not barred from being awarded a contract and acknowledges that the State Agency shall declare the Contract void if this certification is false (30 ILCS 500/50-10.5).
8. Vendor and its affiliates are not delinquent in the payment of any debt to the State (or if delinquent has entered into a deferred payment plan to pay the debt), and Vendor and its affiliates acknowledge the State Agency may declare the Contract void if this certification is false (30 ILCS 500/50-11) or if Vendor or an affiliate later becomes delinquent and has not entered into a deferred payment plan to pay off the debt (30 ILCS 500/50-60).
9. Vendor and all affiliates shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with provisions of the Illinois Use Tax Act (30 ILCS 500/50-12) and acknowledges that failure to comply can result in the Contract being declared void.

- 10.** Vendor certifies that it has not committed a willful or knowing violation of the Environmental Protection Act (relating to Civil Penalties under the Environmental Protection Act) within the last five years, and is therefore not barred from being awarded a contract. If the State later determines that this certification was falsely made by the Vendor, the Vendor acknowledges that the State Agency may declare the Contract void (30 ILCS 500/50-14).
- 11.** Vendor has not paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor has Vendor accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract (30 ILCS 500/50-25).
- 12.** Vendor is not in violation of the "Revolving Door" section of the Illinois Procurement Code (30 ILCS 500/50-30).
- 13.** Vendor will report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anti-competitive practice among any bidders, offerors, contractors, proposers or employees of the State (30 ILCS 500/50-40, 50-45, 50-50).
- 14.** In accordance with the Steel Products Procurement Act, steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the United States, unless the executive head of the procuring agency grants an exception (30 ILCS 565).
- 15.** Vendor will, pursuant to the Drug Free Workplace Act, provide a drug free workplace and Vendor and its employees shall not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the performance of the Contract. This certification applies to contracts of \$5000 or more with individuals; and to entities with 25 or more employees (30 ILCS 580).
- 16.** Neither Vendor nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the U.S. Department of Commerce. This certification applies to contracts that exceed \$10,000 (30 ILCS 582).
- 17.** Vendor has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any state or of the United States (720 ILCS 5/33 E-3, E-4).
- 18.** Vendor complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, including equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies (775 ILCS 5/2-105).
- 19.** Vendor does not pay dues to, or reimburse or subsidize payments by its employees for any dues or fees to any "discriminatory club" (775 ILCS 25/2).
- 20.** Vendor complies with the State Prohibition of Goods from Forced Labor Act, and certifies that no foreign-made equipment, materials, or supplies furnished to the State under the Contract have been or will be produced in whole or in part by forced labor, or indentured labor under penal sanction (30 ILCS 583).
- 21.** Vendor certifies that no foreign-made equipment, materials, or supplies furnished to the State Agency under the Contract have been produced in whole or in part by the labor or any child under the age of 12 (30 ILCS 584).

22. Vendor certifies that it is not in violation of Section 50-14.5 of the Illinois Procurement Code (30 ILCS 500/50-14.5) that states: "Owners of residential buildings who have committed a willful or knowing violation of the Lead Poisoning Prevention Act (410 ILCS 45) are prohibited from doing business with the State until the violation is mitigated".

23. Vendor warrants and certifies that it and, to the best of its knowledge, its subcontractors have and will comply with Executive Order No. 1 (2007). The Order generally prohibits Vendors and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit

of government in Illinois including local governments if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

24. In accordance with Public Act 095-0307, all information technology, including electronic information, software, systems and equipment, developed or provided under this contract must comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as published at www.dhs.state.il.us/iitaa.

25. Vendor has disclosed if required, on forms provided by the State Agency, and agrees it is under a continuing obligation to disclose to the State Agency, financial or other interests (public or private, direct or indirect) that may be a potential conflict of interest or which would prohibit Vendor from having or continuing the Contract. This includes, but is not limited to conflicts under the "Infrastructure Task Force Fee Prohibition" section of the State Finance Act (30 ILCS 105/8.40), Article 50 of the Illinois Procurement Code (30 ILCS 500/50), or those which may conflict in any manner with the Vendor's obligation under this Contract. Vendor shall not employ any person with a conflict to perform under this Contract. If any elected or appointed State Agency officer or employee, or the spouse or minor child of same has any ownership or financial interest in the Vendor or the Contract, Vendor certifies it has disclosed that information to the State Agency if required, on forms provided by the State Agency, and any waiver of the conflict has been issued in accordance with applicable law and rule. A waiver is required if:

a) the person intending to contract with the State Agency, their spouse or child: (i) holds an elective office in Illinois; (ii) holds a seat in the Illinois General Assembly; (iii) is an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority; or holds an appointed position or is employed in any of the offices or agencies of the State government and who receives compensation for such employment in excess of 60% of the salary of the Governor (currently \$106,447.20). (The conflict of interest threshold of 60% of the Governor's salary set forth in Section 50-13 does not apply to elective office holders, legislators, and officers or employees of the Capital Development Board or the Illinois Toll Highway Authority.);

b) the contract is with a firm, partnership, association or corporation in which a person referenced in a) above receives more than 7.5% of the total distributable income or an amount in excess of the salary of the Governor (currently \$177,412.00).

c) the contract is with a firm, partnership, association or corporation in which a person referenced in b) above, together with their spouse or minor child, receives more than 15% in the aggregate of the total distributable income or an amount in excess of 2 times the salary of the Governor (currently \$354,824.00) from the firm, partnership, association or corporation.

26. Vendor, as defined in Public Act 95-971, certifies that it has read, understands, and is in compliance with the Act and will not make a contribution that will violate the Act. In general, Public Act 95-0971 contains new registration and reporting requirements for certain Vendors, as well as limitations on political contributions by certain Vendors and their affiliates. These requirements shall be effective for the duration of the term of office of the incumbent Governor or for a period of 2 years after the end of the contract term, whichever is longer.

Vendor certifies, in accordance with Public Act 95-971, as applicable:

Vendor is not required to register as a business entity with the State Board of Elections.

or

Vendor has registered as a business entity with the State Board of Elections and acknowledges a continuing duty to update the registration as required by the Act. **A copy of the official certificate of registration as issued by the State Board of Elections is attached.**

Vendor acknowledges that the State may declare this Contract void without any additional compensation due to the Vendor if this foregoing certification is false or if the Vendor (or any of its Affiliated Persons or Entities) engages in conduct that violates Public Act 95-0971. VENDOR (show Company name and DBA)

VENDOR (show Company name and DBA): _____

Signature _____

Printed Name _____

Title _____ Date _____

Address _____

Political Contributions

Public Act 95-971 addresses political contributions by Vendors, including affiliated persons and entities. Accordingly, this solicitation contains new provisions that implement the Act. These provisions may be applicable to the contract resulting from this solicitation. The text of the Act may be found on the Illinois Procurement Bulletin website at <http://www.purchase.state.il.us/>

By submission of an Offer, you acknowledge and certify that you have read, understand and will comply with Public Act 95-971 (2008), including but not limited to, all provisions relating to reporting, soliciting and making contributions to state officeholders, declared candidates for state offices and covered political organizations that promote the candidacy of an officeholder or declared candidate for office. **Vendor acknowledges that the State Agency may declare any resultant contract void if this certification is false or if the Act is violated.**

In compliance with Public Act 95-971, check the following certification that applies to you:

Vendor is not required to register as a business entity with the State Board of Elections.

or

Vendor has registered as a business entity with the State Board of Elections and acknowledges a continuing duty to update the registration as required by the Act. **Note: a copy of the certificate of registration must accompany the Offer.**

Signature

Date

DEPARTMENT OF HUMAN RIGHTS (DHR) PUBLIC CONTRACT NUMBER

(775 ILCS 5/2-105) If you employed fifteen or more full-time employees at any time during the 365-day period immediately preceding the publication of this solicitation in the Illinois Procurement Bulletin (or issuance date if not published), you must have a current Public Contract Number or have proof of having submitted a completed application for one prior to the offer opening date. If we cannot confirm compliance, we will not be able to consider your bid or offer. Please complete the appropriate sections below.

Name of Company (and DBA) _____.

_____ (check if applicable) The number is not required as the company has employed 14 or less full-time employees during the 365 day period immediately preceding the publication of this solicitation in the Illinois Procurement Bulletin (or issuance date if not published).

DHR Public Contracts Number _____

Or, if number has not yet been issued,

Date completed application for the number was submitted to DHR _____.

NOTICE:

Numbers issued by the Department of Human Rights (or its predecessor agency, the Illinois Fair Employment Practices Commission) prior to July 1, 1998, are no longer valid. This affects numbers below 89999-00-0. Valid numbers begin with 90000-00-0. If your organization holds an expired number, you must re-register with DHR by completing the required form.

You can obtain an application form by:

1. **Telephone:** Call the DHR Public Contracts Unit at (312) 814-2431 between Monday and Friday, 8:30 AM - 5:00 PM, CST. [TDD (312) 263-1579].
2. **Internet:** Download the form from the Internet at "www.state.il.us/cms". In the Purchasing area of the CMS home page, click the "DOWNLOAD VENDOR FORMS" line.
3. **Mail:** Write to the Department of Human Rights, Public Contracts Unit, 100 West Randolph Street, Suite 10-100, and Chicago, IL 60601.

CONFLICTS OF INTERESTS DISCLOSURES

Instructions. The Illinois Procurement Code requires that vendors desiring to enter into certain contracts with the State of Illinois must disclose the financial and potential conflict of interest information that is specified below (**30 ILCS 500/50-13 and 50-35 a,b,h**).

Vendor shall disclose the financial interest, potential conflict of interest and contract information identified in Sections 1, 2, 3 and 4 below as a condition of receiving an award or contract. Please submit this information along with your bid or offer.

Section 1 applies to all contracts regardless of dollar amount. Sections 2, 3 and 4 apply to contracts with an annual value exceeding \$10,000 that must be procured using one of the authorized competitive methods of source selection.

If the Vendor is a wholly owned subsidiary of a parent organization, separate disclosures (sections 2, 3, and 4 below) must be made by the Vendor and the parent. For purposes of this form, a parent organization is any entity that owns 100% of the Vendor.

When determining ownership or distributive income shares, use the most current information that you consider reliable, but in no event for a period before your last completed fiscal period.

A designee may submit this form on behalf of the vendor (or its parent). However, that person must have verified the information with each affected individual.

Vendor Information. This disclosure information is submitted on behalf of (show official name of Vendor, and if applicable, d.b.a. and parent):

(Name of vendor) _____

(d.b.a., if used) _____

(Name of any parent organization) _____

Address _____

Contact Person:

Name: _____

Title: _____

Address: _____

Phone/Fax: _____

CONFLICT OF INTEREST DISCLOSURES

Instructions. Vendor shall disclose with the Offer financial interests, potential conflicts of interest and contract information identified in Sections 1, 2 and 3 below as a condition of receiving an award or contract (30 ILCS 500/50-13 and 50-35).

If the Vendor is a wholly owned subsidiary of a parent organization, separate disclosures must be made by the Vendor and the parent. For purposes of this form, a parent organization is any entity that owns 100% of the Vendor.

This disclosure information is submitted on behalf of (show official name of Vendor, and if applicable, D/B/A and parent):

Name of Vendor: _____

D/B/A (if used): _____

Name of any Parent Organization: _____

Section 1: Section 50-13 Conflicts of Interest

All Vendors must complete this section regardless of the dollar value of the contract or method of procurement. Even if you mark “No Conflict of Interests” you may still need to complete Section 2 and 3.

(a) Prohibition. It is unlawful for any person holding an elective office in this State, holding a seat in the General Assembly, or appointed to or employed in any of the offices or agencies of State government and who receives compensation for such employment in excess of 60% of the salary of the Governor of the State of Illinois [\$106,447.20], or who is an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority, or who is the spouse or minor child of any such person to have or acquire any contract, or any direct pecuniary interest in any contract therein, whether for stationery, printing, paper, or any services, materials, or supplies, that will be wholly or partially satisfied by the payment of funds appropriated by the General Assembly of the State of Illinois or in any contract of the Capital Development Board or the Illinois Toll Highway Authority.

(b) Interests. It is unlawful for any firm, partnership, association, or corporation, in which any person listed in subsection (a) is entitled to receive (i) more than 7 1/2% of the total distributable income or (ii) an amount in excess of the salary of the Governor (\$177,412.00), to have or acquire any such contract or direct pecuniary interest therein.

(c) Combined interests. It is unlawful for any firm, partnership, association, or corporation, in which any person listed in subsection (a) together with his or her spouse or minor children is entitled to receive (i) more than 15%, in the aggregate, of the total distributable income or (ii) an amount in excess of 2 times the salary of the Governor [\$354,824.00], to have or acquire any such contract or direct pecuniary interest therein.

Check One:

_____ No Conflicts Of Interest

_____ Potential Conflict of Interest (If checked, name each conflicted individual, the nature of the conflict, and the name of the State agency that is associated directly or indirectly with the conflicted individual.)

Section 2: Disclosure of Financial Interest in the Vendor.

This applies to all contracts with an annual value exceeding \$10,000 that must be procured using one of the authorized competitive methods of source selection. Complete the appropriate subsections.

Vendors must complete subsection (a), (b) or (c) below as applicable if the annual value exceeds \$10,000. Use (c) if you do not meet the requirements for (a) or (b). In addition, all Vendors must complete Section 3.

(a) Publicly traded corporations subject to SEC reporting requirements

(a-1) Vendor shall submit their 10K disclosure (include proxy if referenced in 10k) in satisfaction of the financial and conflict of interest disclosure requirements set forth in subsections 50-35 a and b of the Procurement Code. The SEC 20f or 40f, supplemented with the names of those owning in excess of 5% and up to the ownership percentages disclosed in those submissions, may be accepted as being substantially equivalent to 10K.

Check here if submitting a 10k _____, 20f _____, or 40f _____.

(a-2) Vendor shall identify each contract, pending contracts, bids, proposals and other ongoing procurement relationships it has with units of State of Illinois government by showing agency name and other descriptive information such as bid number, project title, purchase order number or contract reference number (Attach additional pages as necessary. Show "none" if appropriate).

(b) Privately held corporations with more than 400 shareholders

(b-1) These Vendors may submit the information identified in 17 CFR 229.401 and list the names of any person or entity holding any ownership share in excess of 5% in satisfaction of the financial and conflict of interest disclosure requirements set forth in subsections 50-35 a and b of the Procurement Code.

(b-2) Vendor shall identify each contract, pending contracts, bids, proposals and other ongoing procurement relationships it has with units of State of Illinois government by showing agency name and other descriptive information such as bid number, project title, purchase order number or contract reference number (Attach additional pages as necessary. Show "none" if appropriate).

(c) General disclosure. Individuals, sole proprietorships, partnerships and any others not qualified to use subsection (a) or (b) above must complete (c-1) and (c-2) as appropriate.

(c-1) For each individual having any of the following financial interests in the Vendor (or its parent), please mark each that apply and show the applicable name and address. Use separate forms for each individual.

Does Ownership exceed 5%? Yes No If Yes show percentage* _____%

Does Ownership value exceed \$106,447.20? Yes No If Yes show \$ amount \$ _____

Does Distributive Income Share exceed 5%? Yes No If Yes show percentage* _____%

Does Distributive Income Share exceed \$106,447.20? Yes No If Yes show \$ amount \$ _____

How is this interest held?

Type of ownership/distributable income share:
Sole Proprietorship Stock Partnership Other (explain) _____

Name: _____
Address: _____

*For partnerships with more than 50 partners, the percentage share of ownership of each individual identified above may be shown in the following ranges (Dollar value fields must also be completed when applicable):
0.5% or less _____ >0.5 to 1.0% _____ >1.0 to 2.0% _____ >2.0 to 3.0 % _____ > 3.0 to 4.0% _____ %
>4.0 to 5.0% _____ and in additional 1% increments as appropriate _____ %

(c-2) In relation to individuals identified in c-1 above, indicate whether any of the following potential conflict of interest relationships apply. If "Yes," please describe each situation (label with appropriate letter) using the space at end of this Section (attach additional pages as necessary). If no individual has been identified in c-1 above, mark not applicable (n/a) here _____.

- (a) State employment, currently or in the previous 3 years, including contractual employment of services directly with the individuals identified in Section 1 in their individual capacity unrelated to the Vendor's contract. Yes No
- (b) State employment of spouse, father, mother, son, or daughter, including contractual employment for services in the previous 2 years. Yes No
- (c) Elective status; the holding of elective office of the State of Illinois, the government of the United States, any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois currently or in the previous 3 years. Yes No
- (d) Relationship to anyone holding elective office currently or in the previous 2 years; spouse, father, mother, son, or daughter. Yes No
- (e) Appointive office; the holding of any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that office currently or in the previous 3 years. Yes No
- (f) Relationship to anyone holding appointive office currently or in the previous 2 years; spouse, father, mother, son, or daughter. Yes No
- (g) Employment, currently or in the previous 3 years, as or by any registered lobbyist of the State government. Yes No
- (h) Relationship to anyone who is or was a registered lobbyist in the previous 2 years; spouse, father, mother, son, or daughter. Yes No
- (i) Compensated employment, currently or in the previous 3 years, by any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections. Yes No
- (j) Relationship to anyone; spouse, father, mother, son, or daughter; who is or was a compensated employee in the last 2 years of any registered election or reelection committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections. Yes No

Section 3: Current and Pending Contracts

Vendor shall identify each contract, pending contracts, bids, proposals and other ongoing procurement relationships it has with units of State of Illinois government by showing agency name and other descriptive information such as bid number, project title, purchase order number or contract reference number. (Attach additional pages as necessary. Show "none" if appropriate.)

This information is submitted on behalf of: _____
(name of vendor)

Official authorized to sign on behalf of vendor:

Name (printed) _____ Title _____
Signature _____ Date _____

TAXPAYER IDENTIFICATION NUMBER

I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).
 - *If you are an individual, enter your name and SSN as it appears on your Social Security Card.*
 - *If you are a sole proprietor, enter the owner's name on the name line followed by the name of the business and the owner's SSN or EIN.*
 - *If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's name on the name line and the d/b/a on the business name line and enter the owner's SSN or EIN.*
 - *If the LLC is a corporation or partnership, enter the entity's business name and EIN and for corporations, attach IRS acceptance letter (CP261 or CP277).*
 - *For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.*

Name: _____

Business Name: _____

Taxpayer Identification Number:

Social Security Number _____
or
Employer Identification Number _____

Legal Status (check one):

- | | |
|--|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Governmental |
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Nonresident alien |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Estate or trust |
| <input type="checkbox"/> Legal Services Corporation | <input type="checkbox"/> Pharmacy (Non-Corp.) |
| <input type="checkbox"/> Tax-exempt | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery (Corp.) |
| <input type="checkbox"/> Corporation providing or billing
tax medical and/or health care services | <input type="checkbox"/> Limited Liability Company (select applicable
classification) |
| <input type="checkbox"/> Corporation NOT providing or billing
medical and/or health care services | <input type="checkbox"/> D = disregarded entity |
| | <input type="checkbox"/> C = corporation |
| | <input type="checkbox"/> P = partnership |

Signature: _____

Date: _____

ILLINOIS TOLLWAY DISCLOSURES

INSTRUCTIONS: For purposes of this Disclosure Form the term "person(s)" shall mean any individual, corporation, partnership or other legal entity. The Illinois State Toll Highway Authority ("Illinois Tollway") wishes to avoid any appearance of impropriety in the awarding of contracts and in the expenditure of its funds. The disclosure requirements set forth herein shall be broadly construed to effectuate the fullest possible disclosure of the required information. The term "undersigned" shall refer to the person(s) entering into the attached contract with the Illinois Tollway.

SECTION 1. The Illinois Tollway requires the disclosure of all person(s) who in any way communicate with any State or Illinois Tollway official who communicate with any director or employee of the Illinois Tollway for the purpose of influencing (as that term is defined in the Illinois Lobbyist Registration Act, 25 ILCS 170/2 (f)) action of the Illinois Tollway including, but not limited to, the awarding of the attached contract. Please list all person(s) who qualify under this section. **(If none, so indicate.)**

NAME

SECTION 2. The Illinois Tollway requires the disclosure of all individuals who are presently, or have been within the last five years, a director, officer or employee of the Illinois Tollway who are partners, directors, officers, employees of the undersigned or who have a 7.5% or greater ownership interest in the undersigned. Please list all person(s) who qualify under this section. **(If none, so indicate.)**

NAME

ILLINOIS TOLLWAY POSITION

RELATIONSHIP TO UNDERSIGNED

FOR BREACH OR VIOLATION of any portion of this certification, the Illinois Tollway may do any or all of the following:

- 1) terminate any of its contract(s) with the undersigned without liability on the part of the Illinois Tollway;
- 2) recover any and all damages of every nature and description sustained by the Illinois Tollway.

For and on behalf of _____ (Company Name),

I, _____ (Printed Name of Agent), its duly authorized agent with full power, and authority to make this certification, represent, warrant and certify to the Illinois Tollway that this Disclosure Form is complete and accurate.

President or approved Corporate Officer Signature

Title

Date



**Delinquent Debt Review
Prime Consultant/Contractor
Sub-Consultant/Contractor
FEIN**

Revised: August 22, 2008

Date: _____ Project Number: _____

Project Name: _____

DELINQUENT DEBT REVIEW

Delinquent Payment. The CONSULTANT certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with the State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONSULTANT further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the CONSULTANT or any affiliate is determined to be delinquent in the payment of any debt to the State during the term of the contract.

PRIME CONTRACTOR

Prime Consultant/Contractor: _____

Federal Employment Identification Number (FEIN) _____

E-Mail: _____

SB-CONTRACTOR(S)

<u>Sub-Consultant(s)/Sub-Contractor(s)</u>	<u>Sub-Consultant(s)/ Contractor(s) FEIN</u>

Sign _____ **Print** _____ **Date** _____

Prime Contractor

NOTICE

OUT OF STATE COMPANIES. Please contact the Illinois Secretary of State (217/782-1834) regarding a Certificate of Authority to Transact Business in Illinois (**805 ILCS 5/13**). Application Form BCA 13.15 may be downloaded from:

www.cyberdriveillinois.com/departments/business_services/publications_and_forms/bca.html

If selected, out-of-state corporations providing professional services to the Tollway will be required to submit a copy of the certificate from the Illinois Secretary of State of Illinois as evidence of compliance.

HARD COPY SUBMITTAL INSTRUCTIONS

If your firm is **not** submitting PSB 10-1 electronically, please submit one (1) copy of each Statement of Interest for each Item. These submittals must be received at the Illinois Tollway by 4:30 p.m. local time on **JULY 12, 2010**.

Please cut and paste the label below on the envelope containing your submittal.

SEALED BID/PROPOSAL

Company Name:
City, State, Zip:

Attn: Mr. Gregory R. Stukel

Contract No. **PSB 10-1**

DUE DATE: JULY 12, 2010

|||||
The Illinois State Toll Highway Authority
Attn: **Mr. Gregory R. Stukel**
Deputy Chief of Program
Controls/System Integrity
2700 Ogden Avenue
Downers Grove IL 60515-1703



& Paste on envelope - - - - -

**To Receive Email Notification from the Illinois Tollway
That the Professional Services Bulletin
Has Been Posted
Please Submit The Following Information:**

PLEASE DO NOT SUBMIT WITH YOUR STATEMENT OF INTEREST

If Previously Submitted, Only Resubmit If Information Has Changed.

Submit to: Ms. Catrice M. Hardwick
Executive Secretary
OR - Email: chardwick@getipass.com
Illinois State Toll Highway Authority
2700 Ogden Avenue
Downers Grove, IL 60515
Fax: (630) 241-6149

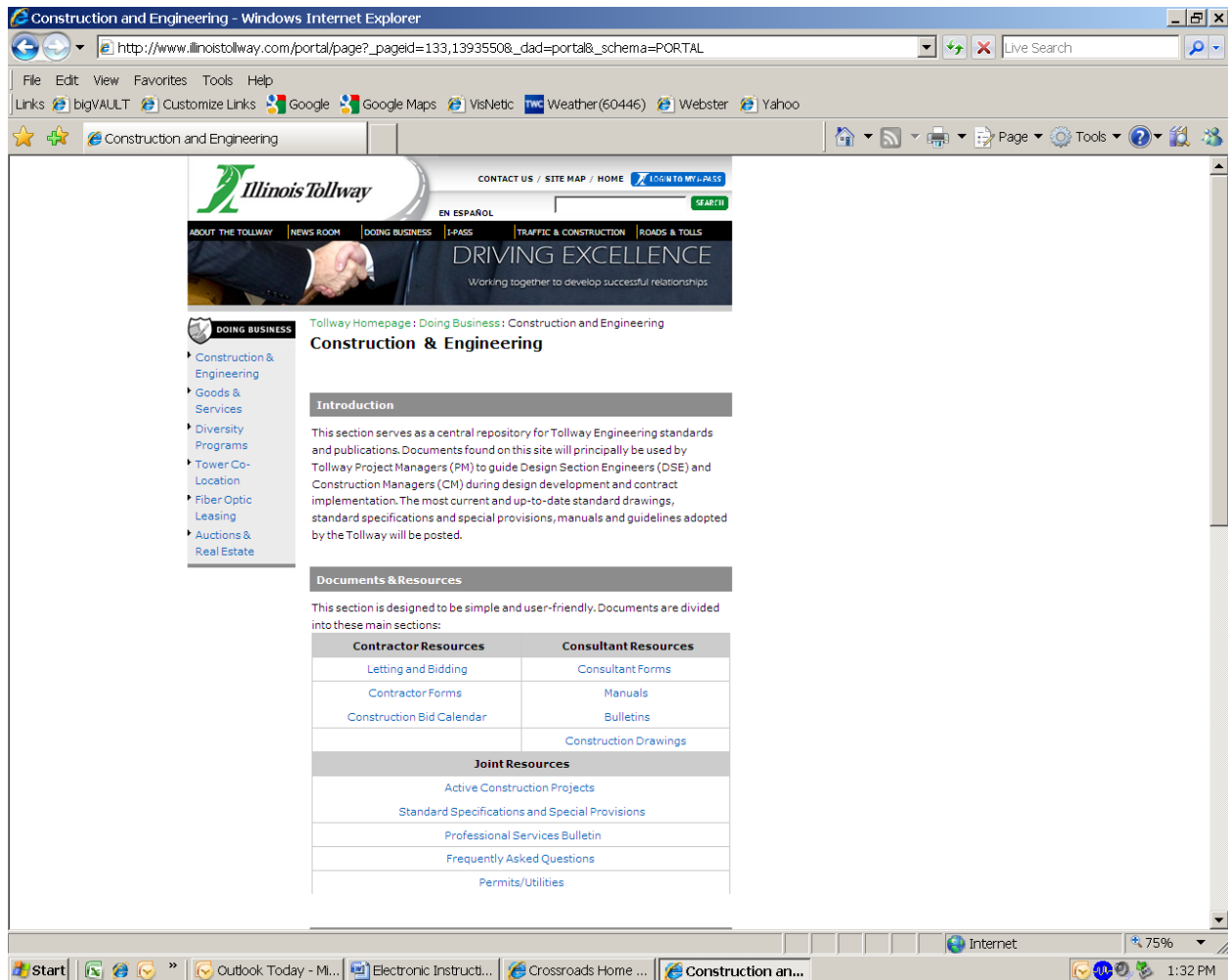
(TYPE ONLY)

Name of firm _____

E-mail address _____

Contact person (corresponding with e-mail) _____

INFORMATION ON ACCESSING TOLLWAY WEBSITE



The Professional Services Bulletin 10-1 and all Exhibits and forms can be found at the Tollway's Website <http://www.illinoistollway.com>. To navigate your way to our PSB, go to our website. Point to "Doing Business". "Doing Business" is on the top tool bar, third word from your left. Next, arrow down to the word "Construction & Engineering" and double-click. The printed page shown above is what you will see.

Scroll down to Joint Resources - double click on "Professional Services Bulletin". The next page you see will list our PSB 10-1 and all the forms you need to submit your Statements of Interest.

Please call if you need assistance.
(630)241-6800.