

PSB 11-2

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

September 12, 2011

Successful Applicants will be notified.

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

Professional Services Bulletin

No. 11-2

Published August 26, 2011

ISTHA web site: www.illinoistollway.com



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

TABLE OF CONTENTS

Notice for Contact Information	3
Important Notices	
• Procurement Reform Bill Notice Public Act 96-0795, trailer bill Public Act 96-0920	4
• FAQs	6
Illinois Procurement Bulletin Notice	8
Statements of Interest	
• Information	12
• Guidelines for Submitting Statements of Interest (SOI)	13
• Electronic Submittal Instruction	15 thru 24
• SOI – Consultant Selection Schedule	25
• PSB Items Index	26
• PSB Item Detail	A-1 thru A-62
Recurring Notices	
Phase III Construction Engineering Services	28
Construction and Quality Assurance Consultants	29
QA/QC Clarification	31
State Board of Elections Registration	32
Vendor Delinquent Debt	33
Contract Payment Policy	34
Earned Credit Program Construction Managers Internship	35
Disadvantaged, Minority, Women Owned Business Enterprise (D/M/WBE) Participation	37
Partnership - Mentor/Protégé Program Guidelines	39 - 42
Joint Venture Agreement	43
Required Exhibits and Certifications to be Completed	45
PSB Submittal Check List	46
Notice of Electronic Signatures	48
Signature Certification for Electronic Submittals	49
Certification by Principal of Submitting Firm	50
Exhibit A: Proposed Staff	51
Exhibit B Environmental Questionnaire (If Required)	53
Instructions for Completing Exhibit C	56
Exhibit C: Current Obligations	57
Exhibit D: Availability of Key and Support Personnel	60
Notice of Taxpayer Identification Page Revision	61
Certifications/Disclosure Forms	62
Notice to Out of State Companies	72
Hard Copy Submittal Instructions	73
To Receive E-mail Notification of Future Service Bulletins	74
Tollway Website Access	75

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

IMPORTANT NOTICE

Procurement Reform Bill **Senate Bill 51(Public Act 96-0795) as revised by Trailer Bill** **3576 (Public Act 96-0920)**

The Procurement Reform Bill commonly known as SB 51 (statutorily known as Public Act 96-0795) went into effect on July 1, 2010. In addition, Trailer Bill 3576, Public Act 96-0920, established applicable changes to SB 51(Public Act 96-0795) for additional Procurement procedures, processes and forms. The following highlights some of the new requirements under the Bill:

New Bid Submittal Requirements in Accordance with Public Act 96-0795 as revised by Public Act 96-0920 (Effective 7/1/10)

Prime Consultants:

- Requirements are effective with Tollway Professional Services Bulletin10-2 and any subsequent Bulletins.
- Required to submit new Financial and Conflicts of Interest Disclosures with offer (Certification/Disclosure form revision date: 7/1/10).
- Requires annual re-certification for multi-year contracts in accordance with the state's fiscal year which begins July 1st.
- Must provide the Tollway a copy of all sub-contracts whose values exceed \$25,000, as soon as possible following Tollway contract award. The sub-contract must not be received more than 20 days after the date the Tollway executes the contract (generally the Notice to Proceed date) or after execution of the sub-contract, whichever is later. The sub-contract must be submitted on CD described in the Frequently Asked Questions section below.

Sub-Consultants:

- Sub-consultants whose contract value exceeds \$25,000 must provide required State Certifications, Financial & Conflict of Interest Disclosures to the selected Prime.
- Requires annual re-certification for multi-year contracts in accordance with the state's fiscal year which begins July 1st.

Procurement Reform Bill
Senate Bill 51(Public Act 96-0795) as revised by Trailer Bill
3576 (Public Act 96-0920) (continued)

New Bid Communication Requirements in Accordance with Public Act 96-0795 as revised by Public Act 96-0920 (Effective 1/1/11)

The communications portion of the Act requires state employees to report Vendor Communications to the Procurement Policy Board when the communication involves material information regarding a procurement or potential action concerning a procurement.

Types of Communications Covered:

Any written or oral communication – includes a letter, e-mail, face-to-face, group conversation, telephone or teleconference discussion.

Types of Communications NOT covered:

- Statements made by a person in a public forum.
- Statements regarding matters of procedure or practice. (Format, Number of copies, Manner of filing, Status).

Prohibited Bidders and Contractors

A vendor is not eligible to bid or enter into a contract if:

- They assist the agency in determining a need for a contract, except as part of a response to a publically issued Request for Information.
- They assist the agency by reviewing, drafting or preparing any:
 - Invitation for Bids;
 - Request for Proposal;
 - Request for Information; or
 - Provided similar assistance.

(Except as part of a publicly issued opportunity to review drafts of all or part of these documents.)

Compliance with Public Act 96-0795 as revised by Public Act 96-0920 is an essential part of the Illinois Tollway's contracts.

Failure to comply with the new requirements shall cause the bid to be rejected as non-responsive.

IMPORTANT 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.11-2@getipass.com. Be sure to follow the “subject line” instructions as referenced on page 16 or your e-mail may be rejected.

Q: When do I submit my electronic Statement of Interest?

A. You may submit anytime between the publication date and the due date of **September 12, 2011**, as indicated on the cover sheet. Statements of Interest received **AFTER** the 4:30 P.M. CST 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. Known sub-consultants whose contracts exceed \$25,000 SHALL separately complete and submit the Certification/Disclosure forms to the Prime upon selection (See Tollway website for Subcontractor Certification/Disclosure forms). The Prime shall submit same in Adobe Acrobat® .pdf file format on a Compact Disk (CD) to State Purchasing Officer (SPO) through the General Manager of Engineering at 2700 Ogden Ave., Downers Grove, IL 60515 within 20 days of contract execution (generally the Notice to Proceed date).

Sub-consultant agreements and Certification/Disclosure forms for Sub-consultants whose contracts exceed \$25,000, but are **not known at the time** of the offer, shall be submitted within 20 days of execution of the subcontract(s) by the Prime via Adobe Acrobat® .pdf file format on a Compact Disk (CD) to State Purchasing Officer (SPO) through the General Manager of Engineering at 2700 Ogden Ave., Downers Grove, IL 60515.

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 "Registration" under the heading "New Users".
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 11-2

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.11-2@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. CENTRAL STANDARD TIME, SEPTEMBER 12, 2011. 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 goals.

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 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 (limit to 2 or 3 pages)

- 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 proposed D/M/WBE firms (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:

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 should 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) including the percentage work each 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

Include a minimum of three (3) relevant projects of equal or greater complexity demonstrating the firm's experience in the type of work required for the specific Item. Each relevant project should not exceed two (2) pages. The use of photos is highly discouraged. **Photos may be sent with the e-mail files with the understanding that e-mail size is not to exceed 7MB.**

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 11-2) 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, linking or pasting of any information. You must obtain the "SOI Team: Prime and Sub-consultant PSB 11-2" 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 or any setting in the cell (font/type). 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 formulas – DO NOT MODIFY THE COLUMNS, ROWS AND/OR ANY CELLS. All information needs to be typed in - not copied in.

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

Subject: **SOIPSB11-2, 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.

Address electronic submittals to SOIPSB.11-2@getipass.com

You will receive an e-mail delivery receipt confirmation if submitted correctly.

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

SOIPSB11-2, FIRM NAME CODE, ITEM (#'s)

Any variation excluding SOIPSB11-2 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.

In the event of bid/offer disqualification:

You may submit a written protest of our actions to the PROTEST REVIEW OFFICE following the requirements of the Standard Procurement Rules (44 Ill. Adm. Code 1.5550). We must physically receive the protest by noon of the seventh calendar day after you knew or should have known of the facts giving rise to the protest.

PROTEST REVIEW OFFICE:

CHIEF PROCUREMENT OFFICER
ATTN: PROTEST REVIEW OFFICE
401 S. SPRING STREET
ROOM 518, STRATTON OFFICE BUILDING
SPRINGFIELD, IL 62706
PHONE: (217) 558-2127
FACSIMILE: (217) 558-2164
ILLINOIS RELAY: (800) 526-0844

ELECTRONIC SUBMITTAL INSTRUCTIONS (cont.)

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. All respondents to the Tollway Bulletin are to identify themselves in their electronic submittal by using the same unique 2 to 6 character Firm Name Code assigned to IDOT 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 IDOT 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.11-2@getipass.com
2. All electronic submittals of your firm's e-mails subject lines MUST read: **SOIPSB11-2, 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 7MB. 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 7MB should be submitted 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
Signature Certification.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.)

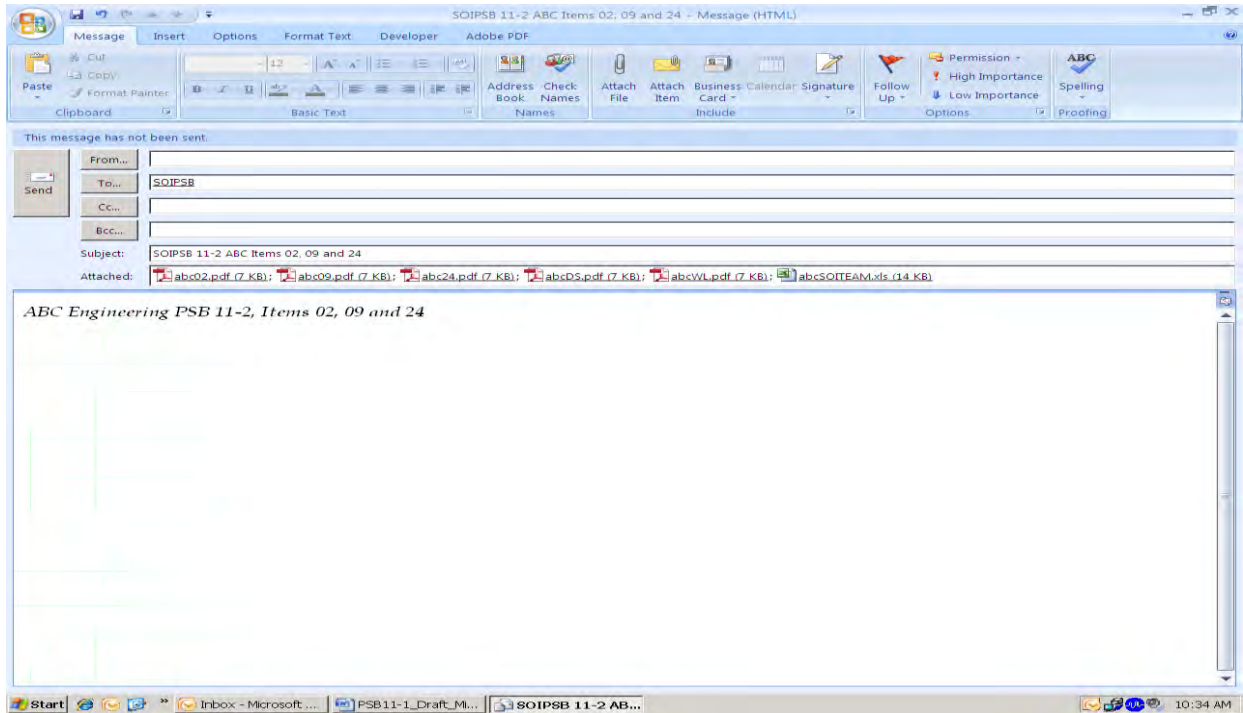
6. Do not send zipped files. They will be rejected and cause your submittal to be denied.
7. SOI e-mails must be received BY 4:30 P.M. CST. Any e-mails or partial submittals received after that time will be rejected.
8. It is important that your e-mail be prepared according to the following instructions. (Note: Engineering is used for example purposes only.)
 - The Subject Line **must** read: **SOIPSB11-2, 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 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 Subconsultant PSB 11-2" 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	

The Direct Labor Multiplier for specialty engineering services will be based upon the firm's current overhead and negotiated rate.

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 COSTS
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 website 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 CM 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 CM Manual allowance.

STATEMENTS OF INTEREST

SCHEDULE FOR CONSULTANT SELECTION

Task	Date Due
Statement of Interests (SOIs) Due from Consultants – Standard Disclosures required from Respondent. Upon selection of the Prime, sub-consultants whose contracts exceed \$25,000 SHALL separately complete and submit the Certification/Disclosure forms to the Prime. The Prime shall submit same in Adobe Acrobat® .pdf file format on a Compact Disk (CD) to State Purchasing Officer (SPO) through the General Manager of Engineering at 2700 Ogden Ave., Downers Grove, IL 60515 within 20 days of contract execution (generally the Notice to Proceed date).	September 12, 2011
Consultant Selection	October, 2011
Notify Consultants of Selection	October, 2011
Final Proposal/Agreement Due from Selected Consultant	November, 2011
Board Approval – Copies of all sub-consultant agreements that exceed \$25,000 must be submitted to the State Purchasing Officer (SPO) through the General Manager of Engineering at 2700 Ogden Ave., Downers Grove, IL 60515 no later than 20 days from contract execution (generally the Notice to Proceed date).	December, 2011
Notice to Proceed	January, 2012

Professional Services Bulletin No. 11-2

Item No.	Project No. / County	Description	Page
1	RR-11-5638 Will & DuPage	I-355, Roadway Resurfacing, I-55 to Army Trail Road. Phase II Engineering.	A-1
2	I-11-5633 Kane	I-90, Roadway Widening and Reconstruction, U.S. Route 20 to Elgin Plaza. Master Plan and Phase II Engineering.	A-3
3	I-11-5631 Kane	I-90, Bridge Widening and Reconstruction at Fox River. Phase II Engineering.	A-6
4	I-11-5630 Winnebago	I-90, Bridge Widening and Reconstruction at Kishwaukee River. Phase II Engineering.	A-8
5	I-11-5632 Boone, McHenry, Kane	I-90, Bridge Widening and Reconstruction, Mosquito Creek to U.S. Route 20. Phase II Engineering.	A-10
6	RR-11-5639 Systemwide	Design Upon Request. Phase II Engineering.	A-12
7	RR-11-9110 Systemwide	Design Upon Request. Phase II Engineering.	A-13
8	RR-11-9113 Systemwide	ITS Services Upon Request- Systemwide. Phase II Engineering and Construction Management Services.	A-15
9	RR-10-5614 Ogle, DeKalb	I-88 Roadway and Bridge Rehabilitation, IL 251 to Annie Glidden Road. Construction Management Services.	A-17
10	RR-10-5615 DeKalb, Kane	I-88 Roadway and Bridge Rehabilitation, Annie Glidden Road to IL 56. Construction Management Services.	A-19
11	I-11-5624 Kane	I-88, Roadway Widening and Reconstruction, Deerpath Road to IL Route 56. Construction Management Services.	A-21
12	RR-10-5613 Cook	I-294 Bridge Rehabilitation, IL 394 to 167th Street. Construction Management Services.	A-23

13	RR-11-5634 Cook	I-294, Northbound Roadway and Bridge Rehabilitation, 95th Street to Cermak Road Plaza-Plaza 35 and at Cermak Road. Construction Management Services.	A-25
14	RR-11-5635 Cook	I-294, Southbound Roadway and Bridge Rehabilitation, 95th Street to Cermak Road Plaza-Plaza 35 and at Cermak Road. Construction Management Services.	A-27
15	RR-11-5636 Cook	I-294 Roadway and Bridge Rehabilitation, Cermak Road Plaza- Plaza 35 to Franklin Avenue. Construction Management Services.	A-29
16	RR-11-5637 Cook	I-294 Roadway and Bridge Rehabilitation, Franklin Avenue to Balmoral Avenue. Construction Management Services.	A-31
17	I-11-5623 Kane	I-90 at IL Rt. 47, Interchange. Construction Management Services.	A-33
18	I-11-5629 Cook	I-294 at Dixie Creek. Construction Management Services.	A-35
19	RR-11-5640 Systemwide	Construction Management Services and Materials Engineering Services Upon Request. Construction Management Services and Quality Assurance Services.	A-36
20	RR-11-5643 Systemwide	Construction Management Services and Materials Engineering Services Upon Request. Construction Management Services and Quality Assurance Services.	A-47
21	RR-11-9111 Systemwide	Construction Upon Request. Construction Management Services.	A-51
22	RR-11-5641 Systemwide	Surveying Services Upon Request- Systemwide. Surveying Services.	A-53
23	RR-11-5642 Systemwide	Aerial Mapping Upon Request. Aerial Mapping Services.	A-54
24	RR-11-9112 Systemwide	Infrastructure Management System for 2012/2014.	A-55
25	I-11-5644 Systemwide	Jane Addams Memorial Tollway, Transit and Supporting Highway Infrastructure Study. Engineering Study.	A-57

1. RR-11-5638, Roadway Resurfacing, Veterans Memorial Tollway M.P. 12.3 (I-55) to M.P. 29.8 (Army Trail Road)

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

Phase II engineering services are required for the preparation of contract plans and specifications and project related permits for the proposed roadway resurfacing on the Veterans Memorial Tollway between M.P. 12.3 (I-55) to M.P. 29.8 (Army Trail Road) in Will and DuPage County, Illinois. The Tollway may adjust the project limits and project scope to more accurately reflect the field conditions. The Tollway will finalize the actual scope during contract negotiations.

The work generally encompasses roadway resurfacing and shall include but not be limited to the following:

1. Patching existing concrete pavement.
2. Roadway resurfacing on the mainline from I-55 to 83rd Street, Collector Distributor Roads at Butterfield, and on the mainline from North Avenue to Army Trail Road.
3. Extend roadway median barrier wall height in areas identified above.
4. Extend mainline bridge parapet height.
5. Bridge repairs on four overhead bridges.
6. Rehabilitation of the outside shoulder and drainage/ signing improvements as necessary.
7. Installation of Raised Pavement Markers.
8. Provide erosion control for all construction zones.
9. Provide design of appropriate landscape and soil erosion/sedimentation control measures as necessary in accordance with the Tollway's Environmental Studies manual.
10. Provide pavement markings, delineators and signage for the contract limits.
11. Provide barrier warrant analysis for all necessary locations and installation of guardrail, anchors and terminals to conform to the current AASHTO Guidelines and Illinois Tollway criteria.
12. Provide maintenance of traffic plans including those for impacts to local facilities.
13. Protection and / or relocation of utilities.
14. All other appurtenant and miscellaneous items.

The following structures are included in this project:

- EB I-88 to NB I-355, one ramp bridge
- SB I-355 to WB I-88, one ramp bridge
- SB I-355 to EB I-88, one ramp bridge
- Finley Road, one crossroad bridge
- Jackson Road, two mainline bridges
- Hitchcock Avenue, two mainline bridges
- Burlington Northern RR, two mainline bridges
- US 34 Ogden Avenue, two mainline bridges
- Finley Road, two mainline bridges
- 22nd Street, two mainline bridges
- Foxworth Blvd, two mainline bridges
- Oakcreek Drive, two mainline bridges
- IL 38 (Roosevelt Road), two mainline bridges
- IL 53, two mainline bridges

- Fullerton Ave/CC&P RR, two mainline bridges
- Army Trail Road, two mainline bridges

Construction estimate: Category 2.

Firms must be prequalified by IDOT in the following categories:

**Highways (Freeways)
Structures (Highway Bridges: Typical)**

The Tollway will allow a Prime consultant to meet the prequalification for Structures (Highway Bridges: Typical) through a subconsultant.

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

- The person who will assume the duties of the Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer with demonstrated experience in rehabilitation of precast concrete bridge structures).
- Construction Engineer, who will be responsible for the constructability of the contract plans (must be an Illinois Licensed Professional Engineer).
- The person(s) who will perform the QC/QA review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements.

Schedule: Design for this project is scheduled to start in 2012. Construction of this project is scheduled in Spring 2013.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

2. I-11-5633, Reconstruction and Add Lane, Jane Addams Memorial Tollway M.P. 41.8 (U.S. Route 20) to M.P. 53.8 (Elgin Plaza)

This project has a 15% D/M/WBE participation goal.

Master Plan and Phase II engineering services are required for the preparation of Master Plan and contract plans and specifications and project related permits for the proposed reconstruction and add lane on the Jane Addams Memorial Tollway between M.P. 41.8 (U.S. Route 20) to M.P. 53.8 (Elgin Plaza) in Kane County, Illinois. The Tollway may adjust the project limits and project scope to more accurately reflect the field conditions. The Tollway will finalize the actual scope during contract negotiations.

The Master Plan work generally encompasses roadway widening and reconstruction and shall include but not be limited to the following:

1. Project scope.
2. Project budget.
3. Project schedule.
4. Operating budget impact analysis.
5. Project concept report including geometrics, materials, maintenance of traffic, drainage, number of construction contracts, design criteria, cost benefit analysis, alternatives analysis and all other appurtenant and miscellaneous items.
6. Environmental Inventory to identify potential issues related to biological, cultural, noise, air, hazardous/special waste, pedestrian/bike accommodations, land use, zoning, etc.
7. Project Location Drainage Study.
8. Local coordination to identify potential agreements and municipal/county design issues.

The Phase II work encompasses bridge widening and reconstruction of the bridges carrying the Jane Addams Memorial Tollway over C&NW Railroad bridges and all appurtenances associated with this bridge widening, and shall include but not be limited to the following:

1. Reconstruction and widening of the C&NW RR bridges.
2. New drainage structures and modification of existing drainage system including detention facilities as defined in the Project Master Plan and the Location Drainage Study for the bridge widening.
3. Provide erosion control for all construction zones.
4. Provide design of appropriate landscape and soil erosion/sedimentation control measures as necessary in accordance with the Tollway's Environmental Studies manual and as defined in the Project Master Plan.
5. Provide pavement markings, delineators and signage for the contract limits as defined in the Project Master Plan.
6. Provide barrier warrant analysis for all necessary locations and installation of guardrail, anchors and terminals to conform to the current AASHTO Guidelines and Illinois Tollway criteria.
7. Provide roadway lighting in accordance with the Project Master Plan.
8. Provide maintenance of traffic plans including those for impacts to local facilities.
9. Provide retaining walls as defined in the Project Master Plan.
10. Perform detailed design for all overhead, cantilever, and ground mounted sign structures within the contract limits and as defined in the Project Master Plan.

11. Coordination with the Illinois Tollway with regard to environmental issues including, but not limited to ACOE, IEPA, NPDES, IDNR-OWR. The following tasks have been or will be completed and will be contained in the Project Master Plan: Biological Resource Review, Wetland Delineation, Cultural Resource investigation, Stream/Water Quality Investigation, Tree Survey, Special Waste Assessment, and Noise Analysis. The permit application shall be prepared by the consultant for submittal by the Tollway. The Illinois Tollway will submit one comprehensive joint permit application for the project.
12. Protection and / or relocation of utilities.
13. All other appurtenant and miscellaneous items.

The following structures are included in this project:

- US 20 Ramp, one crossroad bridge
- US 20, two mainline bridges
- Brier Hill Road, one crossroad bridge
- Hennig Road, one crossroad bridge
- Sandwald Road, one crossroad bridge
- IL 47, one crossroad bridge
- Powers Road, one crossroad bridge
- IL 72, one crossroad bridge
- C&NW RR, two mainline bridges
- IL 59 (Tyrell Road), one crossroad bridge
- Randall Road, one crossroad bridge
- Sleepy Hollow Road, two mainline bridges

Construction estimate: Category 6.

Firms must be prequalified by IDOT in the following categories:

Highways (Freeways)
Structures (Highway Bridges: Typical)
Structures (Railroad Bridges)
Special Studies (Location Drainage)
Environmental Reports (Environmental Assessment) (EA)

The Tollway will allow a Prime consultant to meet the prequalifications for Highways (Freeways), Special Studies (Location Drainage), and Environmental Reports (Environmental Assessment (EA)) through a subconsultant.

Key personnel listed in Exhibit A and B for this project must include:

- The person who will assume the duties of the Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the Project Master Plan (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for drainage design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for structural design related issues (must be

- an Illinois Licensed Structural Engineer).
- Environmental Lead, who will be responsible for environmental screening and investigations.
- Construction Engineer, who will be responsible for the constructability of the contract plans (must be an Illinois Licensed Professional Engineer).
- The person(s) who will perform the QC/QA review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements.

Schedule: Master Plan for this project is scheduled to start in 2012. Design for this project is scheduled to start in 2012. Construction of this project is scheduled in Fall 2012.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

**3. I-11-5631, Bridge Reconstruction and Widening, Jane Addams Memorial Tollway
M.P. 55.7 (Fox River)**

This project has a 15% D/M/WBE participation goal.

Phase II engineering services are required for the preparation of contract plans and specifications and project related permits for the proposed bridge reconstruction and widening on the Jane Addams Memorial Tollway at M.P. 55.7 (Fox River) in Kane County, Illinois. The Tollway may adjust the project limits and project scope to more accurately reflect the field conditions. The Tollway will finalize the actual scope during contract negotiations.

The work generally encompasses bridge reconstruction and widening and shall include but not be limited to the following:

1. Reconstruction and widening of existing bridges.
2. Widening and rehabilitation and/or reconstruction of new roadway pavement shoulders and embankments and reconstruction of existing mainline as required for the bridge work.
3. New drainage structures and modification of existing drainage system including detention facilities.
4. Provide erosion control for all construction zones.
5. Provide design of appropriate landscape and soil erosion/sedimentation control measures as necessary in accordance with the Tollway's Environmental Studies manual.
6. Provide pavement markings, delineators and signage for the contract limits.
7. Provide barrier warrant analysis for all necessary locations and installation of guardrail, anchors and terminals to conform to the current AASHTO Guidelines and Illinois Tollway criteria.
8. Provide roadway lighting.
9. Provide maintenance of traffic plans including those for impacts to local facilities.
10. Perform detailed design for all overhead, cantilever, and ground mounted sign structures within the contract limits.
11. Coordination with the Illinois Tollway with regard to environmental issues including, but not limited to ACOE, IEPA, NPDES, IDNR-OWR. The following tasks will be completed by the Consultant: Biological Resource Review, Wetland Delineation, Cultural Resource investigation, Stream/Water Quality Investigation, Tree Survey, Special Waste Assessment, and Noise Analysis. The permit application shall be prepared by the consultant for submittal by the Tollway. The Illinois Tollway will submit one comprehensive joint permit application for the project.
12. Protection and / or relocation of utilities.
13. All other appurtenant and miscellaneous items.

The following structures are included in this project:

- Fox River, two mainline bridges

Construction estimate: Category 3.

Firms must be prequalified by IDOT in the following categories:

**Highways (Freeways)
Structures (Highway Bridges: Complex)**

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

- The person who will assume the duties of the Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the Project Master Plan (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for drainage design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer).
- Environmental Lead, who will be responsible for environmental screening and investigations.
- Construction Engineer, who will be responsible for the constructability of the contract plans (must be an Illinois Licensed Professional Engineer).
- The person(s) who will perform the QC/QA review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements.

Schedule: Design for this project is scheduled to start in 2012. Construction of this project is scheduled in Fall 2012.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

**4. I-11-5630, Bridge Reconstruction and Widening, Jane Addams Memorial Tollway
M.P. 18.3 (Kishwaukee River)**

This project has a 15% D/M/WBE participation goal.

Phase II engineering services are required for the preparation of contract plans and specifications and project related permits for the proposed bridge reconstruction and widening on the Jane Addams Memorial Tollway at M.P. 18.3 (Kishwaukee River) in Winnebago County, Illinois. The Tollway may adjust the project limits and project scope to more accurately reflect the field conditions. The Tollway will finalize the actual scope during contract negotiations.

The work generally encompasses bridge reconstruction and widening and shall include but not be limited to the following:

1. Reconstruction and widening of existing bridges.
2. Widening and rehabilitation and/or reconstruction of new roadway pavement shoulders and embankments and reconstruction of existing mainline as required for the bridge work.
3. New drainage structures and modification of existing drainage system including detention facilities.
4. Provide erosion control for all construction zones.
5. Provide design of appropriate landscape and soil erosion/sedimentation control measures as necessary in accordance with the Tollway's Environmental Studies manual.
6. Provide pavement markings, delineators and signage for the contract.
7. Provide barrier warrant analysis for all necessary locations and installation of guardrail, anchors and terminals to conform to the current AASHTO Guidelines and Illinois Tollway criteria.
8. Provide roadway lighting.
9. Provide maintenance of traffic plans including those for impacts to local facilities.
10. Perform detailed design for all overhead, cantilever, and ground mounted sign structures within the contract limits.
11. Coordination with the Illinois Tollway with regard to environmental issues including, but not limited to ACOE, IEPA, NPDES, IDNR-OWR. The following tasks will be completed by the Consultant: Biological Resource Review, Wetland Delineation, Cultural Resource investigation, Stream/Water Quality Investigation, Tree Survey, Special Waste Assessment, and Noise Analysis. The permit application shall be prepared by the consultant for submittal by the Tollway. The Illinois Tollway will submit one comprehensive joint permit application for the project.
12. Protection and / or relocation of utilities.
13. All other appurtenant and miscellaneous items.

The following structures are included in this project:

- Kishwaukee River, two mainline bridges

Construction estimate: Category 2.

Firms must be prequalified by IDOT in the following categories:

**Highways (Freeways)
Structures (Highway Bridges: Complex)**

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

- The person who will assume the duties of the Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the Project Master Plan (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for drainage design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer).
- Environmental Lead, who will be responsible for environmental screening and investigations.
- Construction Engineer, who will be responsible for the constructability of the contract plans (must be an Illinois Licensed Professional Engineer).
- The person(s) who will perform the QC/QA review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements.

Schedule: Design for this project is scheduled to start in 2012. Construction of this project is scheduled in Fall 2012.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

5. I-11-5632, Bridge Reconstruction and Widening, Jane Addams Memorial Tollway M.P. 27.4 (Mosquito Creek) to M.P. 42.3 (U.S. Route 20)

This project has a 15% D/M/WBE participation goal.

Phase II engineering services are required for the preparation of contract plans and specifications and project related permits for the proposed bridge reconstruction and widening on the Jane Addams Memorial Tollway at M.P. 27.4 (Mosquito Creek) to M.P. 42.3 (U.S. Route 20) in Boone, McHenry and Kane Counties, Illinois. The Tollway may adjust the project limits and project scope to more accurately reflect the field conditions. The Tollway will finalize the actual scope during contract negotiations.

The work generally encompasses bridge reconstruction and widening and shall include but not be limited to the following:

1. Reconstruction and widening of existing bridges.
2. Widening and rehabilitation and/or reconstruction of new roadway pavement shoulders and embankments and reconstruction of existing mainline as required for the bridge work.
3. New drainage structures and modification of existing drainage system including detention facilities.
4. Provide erosion control for all construction zones.
5. Provide design of appropriate landscape and soil erosion/sedimentation control measures as necessary in accordance with the Tollway's Environmental Studies manual.
6. Provide pavement markings, delineators and signage for the contract limits.
7. Provide barrier warrant analysis for all necessary locations and installation of guardrail, anchors and terminals to conform to the current AASHTO Guidelines and Illinois Tollway criteria.
8. Provide roadway lighting.
9. Provide maintenance of traffic plans including those for impacts to local facilities.
10. Perform detailed design for all overhead, cantilever, and ground mounted sign structures within the contract limits.
11. Coordination with the Illinois Tollway with regard to environmental issues including, but not limited to ACOE, IEPA, NPDES, IDNR-OWR. The following tasks will be completed by the Consultant: Biological Resource Review, Wetland Delineation, Cultural Resource investigation, Stream/Water Quality Investigation, Tree Survey, Special Waste Assessment, and Noise Analysis. The permit application shall be prepared by the consultant for submittal by the Tollway. The Illinois Tollway will submit one comprehensive joint permit application for the project.
12. Protection and / or relocation of utilities.
13. All other appurtenant and miscellaneous items.

The following structures are included in this project:

- Mosquito Creek, two mainline bridges
- Coon Creek, two mainline bridges
- U.S. Route 20, two mainline bridges

Construction estimate: Category 1.

Firms must be prequalified by IDOT in the following categories:

**Highways (Freeways)
Structures (Highway Bridges: Typical)**

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

- The person who will assume the duties of the Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the Project Master Plan (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for drainage design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer).
- Environmental Lead, who will be responsible for environmental screening and investigations.
- Construction Engineer, who will be responsible for the constructability of the contract plans (must be an Illinois Licensed Professional Engineer).
- The person(s) who will perform the QC/QA review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements.

Schedule: Design for this project is scheduled to start in 2012. Construction of this project is scheduled in Fall 2012.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

6. RR-11-5639, Design Upon Request - Systemwide

This project has a 10% D/M/WBE participation goal.

Phase II engineering services are required for work tasks that may include preparation of contract plans and engineering studies and other technical services as directed by the Tollway. Typical tasks may include bridge rehabilitation and intermittent pavement repair contracts.

The upper limit of compensation will be set at \$1,000,000 to be authorized for use as individual projects are needed. This project is subject to available funding.

Firms must be prequalified by IDOT in the following categories:

Highways (Freeways) Structures (Highway Bridges: Typical)

The Tollway will allow a Prime consultant to meet the prequalification for Structures (Highway Bridges: Typical) through a subconsultant.

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

- The person who will assume the duties of the Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer).
- The person(s) who will perform the QC/QA review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

7. **RR-11-9110, Design Upon Request - Systemwide**

This project has a 10% D/M/WBE participation goal.

Phase II engineering services are required for work tasks that may include preparation of contract plans and engineering studies and other technical services as directed by the Tollway. Typical tasks may include bridge rehabilitation, intermittent pavement repair, roadway signing, and facility repair contracts. Other tasks may include: the retro-commissioning of a Tollway facility; achievement of Leadership in Energy and Environmental Design - Existing Buildings Operations and Maintenance (LEED-EBOM) rating/certification for a Tollway facility; the development of plans and specifications for a solar panel or wind energy demonstration project at a Tollway toll plaza, maintenance garage or communication tower facility; and radio tower design.

The upper limit of compensation will be set at \$500,000 to be authorized for use as individual projects are needed. This project is subject to available funding.

Firms must be prequalified by IDOT in the following categories:

Highways (Freeways)
Structures (Highway Bridges: Typical)
Special Services (Architecture)
Special Services (Electrical Engineering)
Special Services (Mechanical Engineering)

The Tollway will allow a Prime consultant to meet the prequalification for Structures (Highway Bridges: Typical), Special Services (Architecture), Special Services (Electrical Engineering) and Special Services (Mechanical Engineering) through a subconsultant.

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

- The person who will assume the duties of the Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer).
- The person who will be responsible for architectural related issues (must be an Illinois Licensed Professional Architect).
- The person who will be responsible for electrical design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for mechanical design related issues (must be an Illinois Licensed Professional Engineer).
- The person(s) who will perform the QC/QA review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements.
- A Certified Energy Manager (CEM) or a Leadership in Energy and Environmental Design (LEED) certified professional who was primarily responsible for the

certification of at least two LEED certified buildings in accordance with the United States Green Building Council's (USGBC) rating system.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

8. RR-11-9113, Intelligent Transportation Systems (ITS) Services Upon Request

This project requires 15% D/M/WBE participation.

Phase II and Phase III engineering services are required for the preparation of contract plans and specifications, construction inspection and project management services required for work tasks that may include preparation of contract plans and engineering studies and other technical services as directed by the Tollway. The Consultant will be expected to be knowledgeable in Intelligent Transportation Systems (ITS). Typical tasks may include coordinating with the Tollway's Information Technology (IT) Department; coordinating with the Tollway's Roadway Maintenance/ Traffic Division within the Engineering Department; preparation of contract documents for ITS related work such as expansion of the Tollway's close circuit television cameras (CCTV) system and expansion of the Tollway's dynamic message sign system; providing technical expertise in emerging ITS technologies; and providing project management of ITS related contracts within the Tollway's Roadway Maintenance/ Traffic Division within the Engineering Department.

Phase III services are included in the scope of services of this project. The Consultant will perform on-site inspection, review layout of contract including design changes, prepare records, maintain documentation, and submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project. The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual. All CADD file documents shall be required to contain all record drawing modifications.

The upper limit of compensation will be set at \$500,000 to be authorized for use as individual projects are needed. This project is subject to available funding.

Firms must be prequalified by IDOT in the following category:

Special Services (Construction Inspection)

In addition, the consultant must demonstrate a minimum of five (5) years ITS experience as related to transportation projects. Special consideration will be given to firms demonstrating experience in highway ITS.

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

- The person who will assume the duties of the Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for electrical related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for mechanical related issues (must be an Illinois Licensed Professional Engineer).

- The person(s) who will perform the QC/QA review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements.
- The Resident/Liaison Engineer (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Structural Engineer).
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

9. **RR-10-5614, Roadway and Bridge Rehabilitation, Reagan Memorial Tollway M.P. 76.1 (IL 251) to M.P. 91.4 (Annie Glidden Road)**

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

Phase III engineering services are required for roadway and bridge rehabilitation on the Reagan Memorial Tollway between M.P. 76.1 (IL 251) to M.P. 91.4 (Annie Glidden Road) in Ogle and DeKalb Counties, Illinois.

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project. The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual. All CADD file documents shall be required to contain all record drawing modifications.

Firms must be prequalified by IDOT in the following categories:

Special Services (Construction Inspection)
Highways (Freeways)
Structures (Highway Bridges: Typical)
Structures (Railroad Bridges)

The Tollway will allow a Prime consultant to meet the prequalification for Highways (Freeways), Structures (Highway Bridges: Typical) and Structures (Railroad Bridges) through a subconsultant.

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

- The Resident/Liaison Engineer (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Structural Engineer).
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician.
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer).

Construction estimate: Category 3

Schedule: Construction of this project is scheduled to start in Spring 2012 and be completed by Fall 2012.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

10. RR-10-5615, Roadway and Bridge Rehabilitation, Reagan Memorial Tollway M.P. 91.4 (Annie Glidden Road) to M.P. 113.3 (IL Route 56)

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

Phase III engineering services are required for roadway and bridge rehabilitation on the Reagan Memorial Tollway between M.P. 91.4 (Annie Glidden Road) to M.P. 113.3 (IL 56) in Dekalb and Kane Counties, Illinois.

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project. The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual. All CADD file documents shall be required to contain all record drawing modifications.

Firms must be prequalified by IDOT in the following categories:

**Special Services (Construction Inspection)
Highways (Freeways)
Structures (Highway Bridges: Typical)**

The Tollway will allow a Prime consultant to meet the prequalification for Highways (Freeways) and Structures (Highway Bridges: Typical) through a subconsultant.

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

- The Resident/Liaison Engineer (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Structural Engineer).
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician.
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer).

Construction estimate: Category 3

Schedule: Construction of this project is scheduled to start in Spring 2012 and be completed by Fall 2012.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

11. I-11-5624, Reconstruction and Add Lane, Reagan Memorial Tollway M.P. 114.2 (Deerpath Road) to M.P. 113.3 (IL Route 56)

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

Phase III engineering services are required for reconstruction and add lane on the Reagan Memorial Tollway between M.P. 114.2 (Deerpath Road) to M.P. 113.3 (IL Route 56) in Kane County, Illinois.

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project. The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual. All CADD file documents shall be required to contain all record drawing modifications.

Firms must be prequalified by IDOT in the following categories:

**Special Services (Construction Inspection)
Highways (Freeways)
Structures (Highway Bridges: Typical)**

The Tollway will allow a Prime consultant to meet the prequalification for Highways (Freeways) and Structures (Highway Bridges: Typical) through a subconsultant.

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

- The Resident/Liaison Engineer (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Structural Engineer).
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician.
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer).

Construction estimate: Category 1

Schedule: Construction of this project is scheduled to start in Spring 2012 and be completed by Fall 2012.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

12. RR-10-5613, Bridge Rehabilitation, Tri-State Tollway M.P. 0 (I-94/ IL394) to M.P. 5.3 (167th Street)

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

Phase III engineering services are required for bridge rehabilitation on the Tri-State Tollway between M.P. 0 (I-94/IL394) and M.P. 5.3 (167th Street) in Cook County, Illinois.

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project. The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual. All CADD file documents shall be required to contain all record drawing modifications.

Firms must be prequalified by IDOT in the following categories:

**Special Services (Construction Inspection)
Highways (Freeways)
Structures (Highway Bridges: Typical)
Structures (Railroad Bridges)**

The Tollway will allow a Prime consultant to meet the prequalification for Highways (Freeways), Structures (Highway Bridges: Typical) and Structures (Railroad Bridges) through a subconsultant.

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

- The Resident/Liaison Engineer (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Structural Engineer).
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician.
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer).

Construction estimate: Category 1

Schedule: Construction of this project is scheduled to start in Spring 2012 and be completed by Fall 2012.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

13. RR-11-5634 Northbound Roadway and Bridge Rehabilitation, Tri-State Tollway M.P. 17.6 (95th Street) to M.P. 30 (Cermak Road Plaza- Plaza 35) and Ronald Reagan Memorial Tollway at M.P. 138.7 (Cermak Road)

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

Phase III engineering services are required for roadway and bridge rehabilitation on the Northbound Tri-State Tollway between M.P. 17.6 (95th Street) and M.P. 30 (Cermak Road Plaza- Plaza 35) and Ronald Reagan Memorial Tollway at M.P. 138.7 (Cermak Road) in Cook County, Illinois.

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project. The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual. All CADD file documents shall be required to contain all record drawing modifications.

Firms must be prequalified by IDOT in the following categories:

**Special Services (Construction Inspection)
Highways (Freeways)
Structures (Highway Bridges: Typical)
Structures (Railroad Bridges)**

The Tollway will allow a Prime consultant to meet the prequalification for Highways (Freeways), Structures (Highway Bridges: Typical) and Structures (Railroad Bridges) through a subconsultant.

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

- The Resident/Liaison Engineer (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Structural Engineer).
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician.
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer).

Construction estimate: Category 3

Schedule: Construction of this project is scheduled to start in Spring 2012 and be completed by Fall 2012.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

14. RR-11-5635, Southbound Roadway and Bridge Rehabilitation, Tri-State Tollway M.P. 17.6 (95th Street) to M.P. 30 (Cermak Road Plaza- Plaza 35) and Ronald Reagan Memorial Tollway at M.P. 138.7 (Cermak Road)

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

Phase III engineering services are required for roadway and bridge rehabilitation on the Southbound Tri-State Tollway between M.P. 17.6 (95th Street) and M.P. 30 (Cermak Road Plaza- Plaza 35) and Ronald Reagan Memorial Tollway at M.P. 138.7 (Cermak Road) in Cook County, Illinois.

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project. The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual. All CADD file documents shall be required to contain all record drawing modifications.

Firms must be prequalified by IDOT in the following categories:

**Special Services (Construction Inspection)
Highways (Freeways)
Structures (Highway Bridges: Typical)
Structures (Railroad Bridges)**

The Tollway will allow a Prime consultant to meet the prequalification for Highways (Freeways), Structures (Highway Bridges: Typical) and Structures (Railroad Bridges) through a subconsultant.

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

- The Resident/Liaison Engineer (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Structural Engineer).
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician.
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer).

Construction estimate: Category 3

Schedule: Construction of this project is scheduled to start in Spring 2012 and be completed by Fall 2012.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

15. RR-11-5636, Roadway and Bridge Rehabilitation, Tri-State Tollway M.P. 30 (Cermak Road Plaza- Plaza 35) to M.P. 36.9 (Franklin Avenue)

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

Phase III engineering services are required for roadway and bridge rehabilitation on the Tri-State Tollway between M.P. 30 (Cermak Road Plaza - Plaza 35) and M.P. 36.9 (Franklin Avenue) in Cook County, Illinois.

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project. The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual. All CADD file documents shall be required to contain all record drawing modifications.

Firms must be prequalified by IDOT in the following categories:

**Special Services (Construction Inspection)
Highways (Freeways)
Structures (Highway Bridges: Typical)
Structures (Railroad Bridges)**

The Tollway will allow a Prime consultant to meet the prequalification for Highways (Freeways), Structures (Highway Bridges: Typical) and Structures (Railroad Bridges) through a subconsultant.

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

- The Resident/Liaison Engineer (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Structural Engineer).
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician.
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer).

Construction estimate: Category 3

Schedule: Construction of this project is scheduled to start in Spring 2012 and be completed by Fall 2012.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

16. RR-11-5637, Roadway and Bridge Rehabilitation, Tri-State Tollway M.P. 36.9 (Franklin Avenue) to M.P. 40.2 (Balmoral Avenue)

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

Phase III engineering services are required for roadway and bridge rehabilitation on the Tri-State Tollway between M.P. 36.9 (Franklin Avenue) and M.P. 40.2 (Balmoral Avenue) in Cook County, Illinois.

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project. The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual. All CADD file documents shall be required to contain all record drawing modifications.

Firms must be prequalified by IDOT in the following categories:

**Special Services (Construction Inspection)
Highways (Freeways)
Structures (Highway Bridges: Typical)**

The Tollway will allow a Prime consultant to meet the prequalification for Highways (Freeways), and Structures (Highway Bridges: Typical) through a subconsultant.

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

- The Resident/Liaison Engineer (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Structural Engineer).
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician.
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer).

Construction estimate: Category 2

Schedule: Construction of this project is scheduled to start in Spring 2012 and be completed by Fall 2012.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

17. I-11-5623, Interchange, Jane Addams Memorial Tollway M.P. 46.4 (Route 47)

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

Phase III engineering services are required for Route 47 Interchange

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project. The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual. All CADD file documents shall be required to contain all record drawing modifications. This project is subject to available funding.

Firms must be prequalified by IDOT in the following categories:

**Special Services (Construction Inspection)
Highways (Freeways)
Structures (Highway Bridges: Typical)**

The Tollway will allow a Prime consultant to meet the prequalification for Highways (Freeways), and Structures (Highway Bridges: Typical) through a subconsultant.

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

- The Resident/Liaison Engineer (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Structural Engineer).
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician.
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer).

Construction estimate: Category 3

Schedule: Construction of this project is scheduled to start in Spring 2012 and be completed by Fall 2012.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

18. I-11-5629, Dixie Creek Relocation, Tri-State Tollway, M.P. 7.7

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

Phase III engineering services are required for the relocation of Dixie Creek on the Tri-State Tollway at M.P. 7.7 in Cook County, Illinois.

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project. The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual. All CADD file documents shall be required to contain all record drawing modifications.

Firms must be prequalified by IDOT in the following categories:

Special Services (Construction Inspection)

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

- The Resident/Liaison Engineer (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Structural Engineer).
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician.

Construction estimate: Category 1

Schedule: Construction of this project is scheduled to start in Fall 2012 and be completed by Fall 2013.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

19. RR-11-5640, Construction Management Services and Materials Engineering Services Upon Request - Systemwide

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

Phase III engineering services are required for the construction inspection, supervision and material testing at selected locations on the Tollway System for various projects. Other work tasks may include constructability reviews of contract plans, review and analyze bituminous and concrete designs and other material approval, review quality control field data, and other technical services as directed by the Tollway. Work orders under the blanket agreement will be negotiated and authorized by the Tollway on an as-needed basis.

Phase III engineering services are also required to perform special technical Materials Engineering Services; Quality Assurance Testing for Hot-Mix Asphalt (HMA) production/ construction, Portland Cement Concrete (PCC) production/ construction and pipe and precast producers; and for Quality Assurance (oversight) inspection of steel and aluminum fabrication.

Work orders under the blanket agreement will be negotiated and authorized by the Tollway on an as-needed basis.

The upper limit of compensation will be set at \$1,250,000. This project is subject to available funding.

The Consultant's work includes providing vehicles for personnel use on construction sites and travel between projects. The Consultant shall provide their own equipment and cell phones.

Construction Management

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant may be required to review and make comments on Pre-Final Design Plans submitted to the Tollway for constructability. The individuals who would be assigned this responsibility should be specified. The Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project.

Quality Assurance Testing

Technical Quality Assurance, Consultation, and Special Testing for HMA, PCC, AGCS, and Precast Materials

Engineering services are required for the quality assurance responsibilities of hot-mix asphalt (HMA), Portland Cement Concrete (PCC) construction, Aggregate Gradation Control System (AGCS) and pipe and precast producers. The project includes Complete Quality Assurance Testing in accordance with IDOT's Standard Specifications for Road and Bridge Construction, IDOT Policy Memorandum 05-01, Tollway Specifications, and any appropriate contract special provisions and plan notes or details. Such responsibilities include:

1. Special evaluations of proposed construction materials or material sources to determine compliance with any appropriate contract standard specifications, special provisions, and plan notes or details.
2. The capability of providing soil testing services such as offered by IDOT's Central Soils Lab for specific tests identified within Appendix II of IDOT's Geotechnical Manual.
3. Provide QA testing at the facilities for precast structures in accordance with IDOT's QC/QA program for precast concrete products.
4. The ability to review, for compliance and performance, mix designs and mixture proportioning plant reports prepared by the Contractor.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant, or one of their Sub-consultants, on the same project or on material coming from the same plant or source are prohibited. At the negotiations meeting the prime Consultant and subconsultant(s) will disclose all current relationships with contractors.

Materials & Quality Assurance Services

For Technical Materials & Quality Assurance services, the selected consultant may be required to provide engineering services that shall include but not be limited to the following:

The Consultant's work includes plant and on-site inspections, sampling and material testing, and Materials Engineer to manage the design and data collection of the materials and mixtures that are monitored. The Consultant will carry out quality assurance duties as defined in the construction contract IDOT Policy Memorandum 05-01 and the Consultant agreement. The Consultant shall maintain records and submit documentation of all QC and QA activities required by the construction contract and IDOT Policy Memorandum 05-01. The Consultant will be required to establish access to the Tollway's web based materials quality management system. A working knowledge of IDOT's MISTIC system and the Tollway's I-MIRS system is preferred. Laboratory and field personnel assigned to this contract must be QC/QA certified in the areas required.

Quality Assurance (Oversight) Inspection of Steel and Aluminum Fabrication

Inspectors employed by the Consultant shall represent the Tollway by performing quality assurance (oversight) inspection of steel and aluminum fabrication on projects assigned to the Consultant. As appropriate, personnel must be qualified to evaluate:

1. Shop processes such as welding, machining & assembly.
2. Non-destructive testing (VT, UT, RT & PT).
3. Condition of structural material.
4. Final geometry.
5. In-process repairs.

Inspectors will also:

1. Assess the shop's Quality Control and record management.
2. Verify bolt testing and installation.
3. Monitor heat curving or straightening.
4. Inspect blast cleaning and painting.
5. Provide guidance; and help resolve questions or conflicts.

Attachment A, showing Inspection Requirements, is enclosed for your consideration.

Inspectors shall prepare daily reports and inform the Tollway of project status and unresolved problems. The Consultant shall provide all necessary inspection tools,

safety equipment and reference documents (codes, etc.) needed to accomplish their assigned duties.

The Consultant shall forward daily inspection reports and billing information to the Tollway in a timely manner, and submit a final package, including material certifications, original daily reports, and test documents, to the Tollway at the end of each task. The Tollway shall periodically observe inspectors' work, monitor their reports to insure legibility, accuracy and completeness, and assess equipment or training needs of their personnel. Management shall routinely coordinate with the Tollway concerning contract status, specific inspector/ inspection problems and future assignments. Firms must be prequalified by IDOT in the following category:

**Special Services (Construction Inspection)
Special Services (Quality Assurance Testing (QA HMA & Aggregate and/or
QA PCC & Aggregate))**

The Tollway will allow a Prime consultant to meet the prequalification for Special Services (Quality Assurance Testing (QA HMA & Aggregate)) and Special Services (Quality Assurance Testing (QA HMA & Aggregate and/or QA PCC & Aggregate)) through a subconsultant.

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

- The Resident/Liaison Engineer (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Structural Engineer).
- The Materials Coordinator.
- The Inspectors.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- Construction Engineer, who will be responsible for the constructability of the contract plans (must be an Illinois Licensed Professional Engineer).
- Task Manager(s) - Responsible for the management of individual tasks within the program including schedule, budget, and deliverables. May require licensure as a professional engineer (task specific) and must have demonstrated experience in project management and infrastructure/pavement engineering.
- The person(s) who will be in charge of QA Lab and Field Testing.
- QC/QA Level I and Level II (HMA and PCC) Testing Technicians.
- The Materials QA Technician.
- PCI Level I & II- Quality Control Personnel Certification Program (for precast)
- CWI and UT Level II (Steel Fabrication).

Schedule: This project is scheduled to start in Spring 2012.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

ATTACHMENT A

INSPECTION REQUIREMENTS

SECTION I - INSPECTORS

Quality Assurance (QA) Inspectors shall be fully-trained employees of the Consultant, experienced in the inspection of materials, workmanship and procedures involved in the work. The use of personnel temporarily hired for inspection shall be prohibited unless approved by the Tollway on a case-by-case basis. QA Inspectors may not be in any position of self-interest, direct or indirect, with the producers or processors of the work involved. The name and address of each inspector expected to be employed in this work shall be filed by the Consultant with the Tollway, together with a brief summary of qualifications. When more than one inspector is assigned to a project, the Consultant shall designate one as the lead inspector, who will assume the responsibility of coordinating the inspection effort and filing all reports in addition to inspection duties. The Consultant shall not change inspectors on the project without prior notification to the Tollway. The Tollway shall have the right to order the removal of any inspector from the Tollway's work for failure to perform to the satisfaction of the Tollway.

1. The inspectors shall personally make inspections and reports as required by the Tollway for quality assurance (QA) of fabrication on assigned projects. They shall perform special tests, examinations and re-inspections when required by the Tollway.
2. Each inspector shall be familiar with the approved shop drawings and Tollway Standard Specifications pertaining to the fabrication to be inspected, as well as applicable codes and specifications of the American Welding Society (AWS) and American Society for Nondestructive Testing (ASNT).
3. No variations from the approved shop drawings of the Contract documents shall be permitted by the inspector, except upon specific instructions by the Tollway.
4. Each inspector assigned to a project shall be a Certified Welding Inspector (CWI), unless otherwise approved or specified by the Tollway, and well versed in applicable fabrication, non-destructive testing (including MT and RT interpretation), and cleaning and/or shop painting techniques. Non-certified inspectors shall have at least one year of prior, supervised experience with the agency.
5. Inspectors shall be assigned and monitored by an Inspection Manager who is qualified to perform all tasks assigned to supervised inspectors. If the Engineer requests the Inspection Manager to personally attend a prefabrication conference or on-site meeting, or perform sophisticated inspection services, the Inspection Manager will be billed at the overtime rate for a CWI & UT II (Shop) plus per diem and/or mileage, based on location and duration.
6. For ongoing projects, shop inspectors will be reimbursed for per diem or daily mileage and travel time from/to their home address, whichever is less. This allows per diem and mileage to be charged only for travel days at the beginning and end of a particular project, for intermittent inspection, or for prolonged periods of inactivity at a shop. Per diem will be paid through weekends and shop holidays if it is less than estimated charges for the inspector to travel home and return to the shop.
7. Field (construction site) QA Inspectors will be reimbursed for per diem and daily mileage/travel time for up to 40 miles or daily mileage/travel time to/from their home to the field site work, whichever is less.

SECTION II - CONDUCT OF INSPECTORS

QA Inspectors shall perform their duties under the contract in a courteous manner. They shall maintain fair and professional relations with personnel of the shops inspected and direct formal communication to the shop's Quality Control staff or management, as appropriate. QA Inspectors will not perform Quality Control duties for the shop; or direct production personnel, except to note hazardous conditions that might result in injury or damage.

SECTION III - SHOP INSPECTION

QA Inspections typically cover steel or aluminum fabrication, but other materials may occasionally be involved.

Any shop error or material deficiency observed which, in the opinion of the inspector, may be cause for rejection shall be reported to the Contractor's QC or production management and the TOLLWAY. Inspectors shall verify that repairs are made or report inadequate corrections to the TOLLWAY. Inspections in the shop shall verify: the condition of materials, workmanship, dimensional accuracy, quality of welding, the proper application of heat, accuracy of punching, reaming and assembly, proper torque of bolts, fit of machine finished joints, conformance of cleaning and painting to the contract specifications, etc. QA Inspectors shall identify significant or recurring defects and document the adequacy of the Contractor's corrective actions and Quality Control Plan.

The following list is not all-inclusive, but shows typical inspector activities to verify compliance with Contract requirements.

1. General surface inspection as material is processed and exposed to view, noting imperfections. View cut edge of plates for indications of internal defects.
2. Observe thermal cutting and computer numerically controlled (CNC) equipment to determine if it appears to be performing properly.
3. Check the mill identification, sizes of sections and thickness of plates, verifying that approved materials are used, with special attention to the use and location of Fracture Critical Material.
4. Determine that dies and punches are in acceptable condition, of correct size, and used within the limits set by the contract, the manufacturer or industry practice as appropriate.
5. Check that reamed holes are cylindrical, that burrs are removed and no drilling debris remains between shop contact surfaces.
6. Periodically monitor the installation and tightening of high strength bolts to insure that the selected tightening procedure is properly used. Each day that bolts are to be installed in slip critical connections, rotational capacity tests shall be performed and inspection wrenches shall be calibrated in a device indicating bolt tension prior to testing.
7. Steel templates for reaming or drilling shall have hardened bushings positioned based on the inscribed centerlines used to locate each template, and they shall be properly secured.
8. Bolted splice plates shall be properly fitted and secured prior to reaming or drilling. Parts assembled for drilling or reaming holes to full size shall be aligned and secured after verifying proper hole spacing and edge distances.

9. Techniques used in assembling beams, girders, trusses, rigid frames or arches shall not damage members, and the desired geometry (camber, horizontal curvature, etc.) shall be verified before reaming, unless otherwise approved by the Engineer.
10. Field bolted splices and other reamed assembled (RA) or drilled assembled (DA) elements shall be plainly match-marked, and the match-marking diagrams shall be checked. Erection (piece and match) marks shall be made with low or mini-stress dies in areas of members and splice plates specified on the shop drawings.
11. Check pins, bushings and pin holes for size, location and surface finish. Obtain certification of pin and bushing material and any required heat treatment process.
12. All finished members shall be free of general or localized twists, bends, kinks or other distortions exceeding contract tolerances.
13. All loose pieces are to be bolted or otherwise secured for shipment, and small parts properly cushioned and boxed or otherwise secured against loss and damage in transit.
14. Check for "lefts" or "rights" and number of parts.
15. Surfaces to be shop coated shall be properly cleaned and surface profile verified prior to application. Priming must be done within 24 hours of cleaning and prior to any surface rusting,
16. ILDOT approved batches of paint are to be applied in accordance with the Contract and manufacturer's product data sheet. Verify paint batch approval by the Tollway. Monitor mixing of components, humidity, metal and air temperature, and application patterns.
17. All thermal cutting shall be mechanically guided. No hand-held thermal cutting of final edges shall be allowed without the approval of the Tollway, and re-entrant cuts must be finished in accordance with Contract requirements.
18. Verify QC measurements for center-to-center of bearings, camber and sweep. Make random checks of stiffener and lateral bracing locations as well as their hole layouts. If errors are found, require more complete dimension checks by QC to define extent of the problem.
19. Check workmanship (dimensions, straightness, finish, etc.) in accordance with requirements of applicable specifications.
20. Check that splice plates and fills are properly positioned before drilling or reaming. No metal fragments or foreign material other than paint shall remain between shop bolted components.
21. Mill test reports should be obtained from the Contractor's QC or the Tollway and correlated with the primary member material used in the structure. A material assignment sheet may be obtained from QC or developed by the QA Inspector. Mill reports or independent lab tests must verify satisfactory toughness testing for "CVN," "NTR" or Fracture Critical material. The material grade (e.g., Gr. 36, 50, 50W) must comply with the shop drawings. All steel material shall be certified on the mill report to be domestically produced ("Melted and Manufactured in the USA," or similar).
22. Report significant fabrication deficiencies (e.g., requiring substantial removal and replacement of welds or paint, mis-located holes, misaligned members) on the daily log, including their cause and correction. Proposals to correct errors potentially affecting the

adequacy of the member shall be submitted by the QC to the Tollway prior to repairs. Attachment and removal of temporary fabrication or handling must employ Tollway approved methods.

23. Any erection devices shown on the approved shop drawings warrant the same inspection required for permanent material, but mill test reports and evidence of domestic origin are not required for temporary items not purchased by the Tollway.

SECTION IV – WELDING

Prior to Welding:

1. The QA Inspector shall verify the current qualifications of each welder for process(es) and position(s) used on the project. Welder qualification shall be performed in accord with the applicable AWS code (D.1.1, D1.2 or D1.5) and the QA Inspector may witness alignment of the test plates, the welding preparation of the coupons, and/or tests performed in the fabricator's shop. (In the absence of test facilities in the shop, the fabricator shall forward the properly identified coupons to a testing laboratory acceptable to the Tollway) Also, discuss with quality control the traceability of each welder's work, noting that no permanent indications (die stamps, welded figures) shall be allowed on finished work.
2. Ensure weld procedures are ILDOT approved and understood by the welders, welding foremen and quality control.
3. Prior to fitting welded joints, examine the condition of the material, especially for defects or contamination in the joint area.
4. Check fit-up of joints that are to be welded, including root face, angle of bevel, the alignment of the parts, and the uniformity of root opening.
5. When applicable, ensure run-on/run-off tabs are of adequate length, shape and size to allow full weld throat the entire length of the joint.
6. Check surfaces to be welded for cleanliness, with mill scale and rust removed to the extent required, and absences of moisture, lubricants or other foreign material detrimental to welding.
7. Visually inspect tack welds for integrity and defects. They are to be as small as practical. No temporary welds are allowed on any flange or web solely for positioning or restraint. Tack welds on flanges and webs must be incorporated in the final weld.
8. Review weld joints shown on the shop drawings for potential conditions which may require weld sequencing or heating parameters not specified on the approved weld procedure, and notify QC and the Tollway of such situations.
9. Review shop report forms utilized for nondestructive testing and discuss any concerns with Quality Control.
10. Discuss the condition and calibration of welding equipment with Quality Control. Verify gauges (amperage, temperature, wire feed speed, voltage, etc.) are periodically checked for accuracy and adjusted or replaced if necessary, and that calibration equipment is periodically certified and properly utilized.

During Welding:

1. Ensure the correct weld consumables are utilized, are in satisfactory condition, and are stored properly to prevent damage. Bridge welding requires low-hydrogen processes, so consumables must be reconditioned or replaced after exposure, as provided by the specifications.
2. Periodically observe the technique and performance of welders to ensure procedures and techniques conform to the contract. For fracture critical joints, plan for sequential inspection of multiple-pass welds. Arrange with the QC for the foreman to notify the QA Inspector when such work will be performed.
3. Ensure welding is done in accordance with the approved procedures, periodically verifying that the current, amperage, voltage, travel speed, preheat and interpass temperatures are within tolerances.
4. Ensure welds start in the area when weld is to be deposited. Tack welds shall be located and sized (after grinding) to be completely incorporated in the production weld unless they are made using an approved weld procedure. Cracked tack welds shall be removed before welding over their location.
5. On subsequent passes for flange and web butt joints, observe if split layer technique is properly used where required.
6. Verify that the root and intermediate passes are cleaned and deficiencies corrected before succeeding weld passes. Wire brushing, grinding or chipping may be used to remove slag between weld passes, but no unspecified peening or distorting ("caulking") of weld metal shall be permitted without the specific approval of the Tollway.
7. After butt welds have cooled, if the parts joined are not in alignment, corrections shall be made prior to assembly of member. Minor misalignment may be corrected by the controlled application of heat and/or pressure. If misalignment is significant, corrective work shall be done using QC proposed methods approved by the Tollway.
8. If welds are to be ground smooth and flush, final finishing should satisfy the applicable AWS code (D1.1, D1.2 or D1.5). All welds shall terminate in a satisfactory manner.

After Welding:

1. Welds shall be cleaned of slag and examined by QC. When blast cleaning is required, a general examination of welds and material shall also be done after blasting and before painting.
2. Any weld geometry exceeding welding code limits shall be corrected to meet tolerances. Ends of repair welds shall transition smoothly into existing welds.
3. Excess metal at butt welds shall be removed by grinding. Plate thickness or width transitions shall be sloped as shown on the shop drawings with smooth transitions at the thinner/narrower plate. Over-grinding at this location must be corrected using Engineer approved methods before NDT.
4. All runoff tabs shall be removed without damaging permanent material. Thermal-cutting may be used, provided the final preparation is done by grinding.

SECTION V – RADIOGRAPHY AND RADIOGRAPHIC INSPECTION

1. All radiographic inspection required by the Contract shall be performed by the Contractor for the TOLLWAY.
2. The QA Inspector shall verify that radiographs are numbered in accordance with the requirements of the Radiograph Sheet and that all radiograph film numbers are recorded on the sheet corresponding to joint locations in the structure.
3. The QA Inspector shall review all radiograph reports and duly sign them when in agreement with the report. If the QA Inspector and the Contractor cannot agree with respect to the report, the engineer will review any film in question, and provide a determination of acceptability. Once the report is signed, the QA Inspector shall keep the original set of reports and film until fabrication is complete and then submit all reports and radiographs to the Tollway for filing. On large structures, submittals may be on an interim basis as required by the Tollway.

SECTION VI – MAGNETIC PARTICLE INSPECTION

1. The QA Inspector shall ensure magnetic particle inspection (MT) is done in accordance with ASTM E 709 and the Contract.
2. The Contractor performs the MT required by the Contract for the Tollway and submits a report to the QA Inspector of all findings. The QA Inspector shall periodically witness the testing and if satisfied as to the technique and results, shall sign the reports retaining originals and giving one copy to the fabricator. The QA Inspector shall forward a complete set of the original reports to the TOLLWAY at the end of the project.

SECTION VII – ULTRASONIC INSPECTION

1. Ultrasonic testing (UT) required by the Contract shall be performed by the Contractor. The Contractor is to submit a report to the QA Inspector of all findings. The QA Inspector shall be familiar with proper UT application, and periodically witness testing, including set-up and recalibration. If satisfied with the technique and the test results, the QA Inspector shall sign the UT reports. If the Engineer requires QA verification testing of the Contractor's findings or to examine areas not requiring UT in the Contract, the QA Inspector must be qualified as a Level II in UT by testing, training and experience in accordance with the current edition of the American Society for Nondestructive Testing Recommended Practice No. SNT-TC-1A.
2. UT may also be required at field locations utilizing the Consultant's equipment when requested by the Tollway. (The Department shall provide access, traffic control and assistance as required.)
3. For UT performed by the Contractor, the QA Inspector shall include the original reports in the project file and return one signed copy to the fabricator. For UT performed by the QA Inspector, a copy shall not be provided to the Contractor unless directed by the Engineer. The QA Inspector shall forward the original UT reports to the Tollway at the end of the project.

SECTION VIII – SHOP CLEANING AND PAINTING

1. QA Inspectors shall carefully review the ILDOT Standard Specifications and Contract Special Provisions covering the shop cleaning and painting of structural steel and verify that

requirements are met. In case of disagreements on interpretation or acceptance between the QA and QC Inspectors, the Engineer will provide guidance.

2. Structural steel should not be shop cleaned or painted until its fabrication has been accepted by QC; this is not mandatory, but represents good practice, and the QA Inspector shall mandate recleaning and/or repainting if deficient areas are coated. Blast cleaned surfaces shall have proper profile and cleanliness. If necessary to achieve the required profile, thermal cut edges shall be ground before blasting. Primer must be applied within 24 hours and before any rust is visible.

3. The shop coat(s) shall be inspected for proper mixing, application, dry film thickness of individual or multiple coats, proper curing or preceding coats, and uniform coverage. Unless otherwise provided for small batches, the inspector shall have an approved test report identification issued by the Department for the batch of paint used. If not, the fabricator Contractor must submit samples taken from the batch (with the QA Inspector witnessing) to the TOLLWAY's Bureau of Materials and Physical Research for testing prior to painting. Paint must be applied when the temperature and humidity are within acceptable limits and during the manufacturer's prescribed pot life. Paint may only be thinned in accordance with the manufacturer's guidelines.

4. Special attention shall be given to shop installed bolts. Cleaning, profile, subsequent primer coverage and adhesion shall be carefully monitored. For mechanically galvanized bolts installed before blasting, some galvanizing may remain after cleaning, as long as primer adhesion is not impaired. For black ASTM A490 bolts in painted areas, if blasting does not produce adequate profile due to the hard surface, exposed bolt surfaces must be cleaned and spot primed with a suitably adherent coating before priming the adjacent steel.

5. After shop painting, care shall be taken in the handling, storage and shipping of material to avoid damage or contamination (oil, etc.) of the surface. All damage noted shall be repaired in accordance with Contract requirements and the paint manufacturers' guidelines prior to shipment.

6. Verify gauges (dry film thickness, profile, temperature, humidity, etc.) are routinely calibrated and that calibration equipment is recertified as necessary.

20. RR-11-5643, Construction Management Services and Materials Engineering Services Upon Request - Systemwide

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

Phase III engineering services are required for the construction inspection, supervision and material testing at selected locations on the Tollway System for various projects. Other work tasks may include constructability reviews of contract plans, review and analyze bituminous and concrete designs and other material approval, review quality control field data, and other technical services as directed by the Tollway. Work orders under the blanket agreement will be negotiated and authorized by the Tollway on an as-needed basis.

Phase III engineering services are also required to perform special technical Materials Engineering Services; Quality Assurance Testing for Hot-Mix Asphalt (HMA) production/ construction, Portland Cement Concrete (PCC) production/ construction and pipe and precast producers; and for Quality Assurance (oversight) inspection of steel and aluminum fabrication.

Work orders under the blanket agreement will be negotiated and authorized by the Tollway on an as-needed basis.

The upper limit of compensation will be set at \$1,250,000. This project is subject to available funding.

The Consultant's work includes providing vehicles for personnel use on construction sites and travel between projects. The Consultant shall provide their own equipment and cell phones.

Construction Management

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant may be required to review and make comments on Pre-Final Design Plans submitted to the Tollway for constructability. The individuals who would be assigned this responsibility should be specified. The Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project.

Quality Assurance Testing

Technical Quality Assurance, Consultation, and Special Testing for HMA, PCC, AGCS, and Precast Materials

Engineering services are required for the quality assurance responsibilities of hot-mix asphalt (HMA), Portland Cement Concrete (PCC) construction, Aggregate Gradation Control System (AGCS) and pipe and precast producers. The project includes Complete Quality Assurance Testing in accordance with IDOT's Standard Specifications

for Road and Bridge Construction, IDOT Policy Memorandum 05-01, Tollway Specifications, and any appropriate contract special provisions and plan notes or details. Such responsibilities include:

1. Special evaluations of proposed construction materials or material sources to determine compliance with any appropriate contract standard specifications, special provisions, and plan notes or details.
2. The capability of providing soil testing services such as offered by IDOT's Central Soils Lab for specific tests identified within Appendix II of IDOT's Geotechnical Manual.
3. Provide QA testing at the facilities for precast structures in accordance with IDOT's QC/QA program for precast concrete products.
4. The ability to review, for compliance and performance, mix designs and mixture proportioning plant reports prepared by the Contractor.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant, or one of their Sub-consultants, on the same project or on material coming from the same plant or source are prohibited. At the negotiations meeting the prime Consultant and subconsultant(s) will disclose all current relationships with contractors.

Materials & Quality Assurance Services

For Technical Materials & Quality Assurance services, the selected consultant may be required to provide engineering services that shall include but not be limited to the following:

The Consultant's work includes plant and on-site inspections, sampling and material testing, and Materials Engineer to manage the design and data collection of the materials and mixtures that are monitored. The Consultant will carry out quality assurance duties as defined in the construction contract IDOT Policy Memorandum 05-01 and the Consultant agreement. The Consultant shall maintain records and submit documentation of all QC and QA activities required by the construction contract and IDOT Policy Memorandum 05-01. The Consultant will be required to establish access to the Tollway's web based materials quality management system. A working knowledge of IDOT's MISTIC system and the Tollway's I-MIRS system is preferred. Laboratory and field personnel assigned to this contract must be QC/QA certified in the areas required.

Quality Assurance (Oversight) Inspection of Steel and Aluminum Fabrication

Inspectors employed by the Consultant shall represent the Tollway by performing quality assurance (oversight) inspection of steel and aluminum fabrication on projects assigned to the Consultant. As appropriate, personnel must be qualified to evaluate:

1. Shop processes such as welding, machining & assembly.
2. Non-destructive testing (VT, UT, RT & PT).
3. Condition of structural material.
4. Final geometry.
5. In-process repairs.

Inspectors will also:

1. Assess the shop's Quality Control and record management.
2. Verify bolt testing and installation.
3. Monitor heat curving or straightening.
4. Inspect blast cleaning and painting.
5. Provide guidance; and help resolve questions or conflicts.

Attachment A, showing Inspection Requirements, is enclosed for your consideration in Item 19.

Inspectors shall prepare daily reports and inform the Tollway of project status and unresolved problems. The Consultant shall provide all necessary inspection tools, safety equipment and reference documents (codes, etc.) needed to accomplish their assigned duties.

The Consultant shall forward daily inspection reports and billing information to the Tollway in a timely manner, and submit a final package, including material certifications, original daily reports, and test documents, to the Tollway at the end of each task. The Tollway shall periodically observe inspectors' work, monitor their reports to insure legibility, accuracy and completeness, and assess equipment or training needs of their personnel. Management shall routinely coordinate with the Tollway concerning contract status, specific inspector/ inspection problems and future assignments.

Firms must be prequalified by IDOT in the following category:

**Special Services (Construction Inspection)
Special Services (Quality Assurance Testing (QA HMA & Aggregate and/or
QA PCC & Aggregate))**

The Tollway will allow a Prime consultant to meet the prequalification for Special Services (Quality Assurance Testing (QA HMA & Aggregate)) and Special Services (Quality Assurance Testing (QA HMA & Aggregate and/or QA PCC & Aggregate)) through a subconsultant.

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

- The Resident/Liaison Engineer (must be an Illinois Licensed Professional Engineer).
- The Materials Coordinator (must be an Illinois Licensed Professional Engineer).
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- Construction Engineer, who will be responsible for the constructability of the contract plans (must be an Illinois Licensed Professional Engineer).
- Task Manager(s) - Responsible for the management of individual tasks within the program including schedule, budget, and deliverables. May require licensure as a professional engineer (task specific) and must have demonstrated experience in project management and infrastructure/pavement engineering.
- The person(s) who will be in charge of QA Lab and Field Testing.
- QC/QA Level I and Level II (HMA and PCC) Testing Technicians.
- The Materials QA Technician.
- PCI Level I & II- Quality Control Personnel Certification Program (for precast)
- CWI and UT Level II (Steel Fabrication).

Schedule: This project is scheduled to start in Spring 2012.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

21. RR-11-9111, Construction Inspection Upon Request - Systemwide

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

Phase III engineering services are required for the construction inspection, supervision and material testing at selected locations on the Tollway System for various projects. Specific tasks will involve numerous small construction projects for work related to the Tollway's Central Administration building and other Tollway facilities. Other work tasks may include constructability reviews of contract plans, review and analyze bituminous and concrete designs and other material approval, review quality control field data, and other technical services as directed by the Tollway. Work orders under the blanket agreement will be negotiated and authorized by the Tollway on an as-needed basis.

The upper limit of compensation will be set at \$500,000. This project is subject to available funding.

The Consultant's work includes providing vehicles for personnel use on construction sites and travel between projects. The Consultant shall provide their own equipment and cell phones.

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant may be managed by other Consultants working at the Tollway. The Consultant will need to assist other Tollway Departments in determining their needs and communicating those needs to other Consultants. The Consultant may be required to identify budgets, track budgets, scope and schedule. The Consultant may be required to review and make comments on Pre-Final Design Plans submitted to the Tollway for constructability. The individuals who would be assigned this responsibility should be specified. The Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project.

Firms must be prequalified by IDOT in the following category:

Special Services (Construction Inspection)

Special Services (Architecture)

Special Services (Electrical Engineering)

Special Services (Mechanical Engineering)

The Tollway will allow a Prime consultant to meet the prequalification for Special Services (Architecture), Special Services (Electrical Engineering) and Special Services (Mechanical Engineering) through a subconsultant.

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

- The Resident/Liaison Engineer (must be an Illinois Licensed Professional Engineer).
- The Inspectors.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14,**

Documentation of Contract Quantities.)

- The Materials QA Technician.
- Construction Engineer, who will be responsible for the constructability of the contract plans (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for electrical design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for mechanical design related issues (must be an Illinois Licensed Professional Engineer).

Schedule: This project is scheduled to start in Spring 2012.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

22. **RR-11-5641, Surveying Services Upon Request- Systemwide**

This project has a 10% D/M/WBE participation goal.

Engineering services are required to provide surveying services on an upon request basis. Work tasks may include preparation of plats and legals, engineering surveys, aerial surveys and other technical services.

The upper limit of compensation will be set at \$300,000 to be authorized for use as individual projects are needed. This project is subject to available funding.

Firms must be prequalified by IDOT in the following categories:

Special Services (Surveying)

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

- The person who will assume the duties of the Land Surveyor for all aspects of the work documents (must be an Illinois Licensed Professional Surveyor).

Schedule: This project is scheduled to start in Spring 2012.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

23. RR-11-5642, Aerial Mapping Services Upon Request- Systemwide

This project requires 10% D/M/WBE participation.

Due to the expertise of this work, the multiplier will be based upon current overhead rate and negotiated during contract negotiations.

Engineering services are required to provide aerial mapping services and aerial photogrammetry services on an upon request basis for the Tollway. This project is subject to available funding. These services may be required for, but not limited to, the following areas:

<u>Route</u>	<u>Description</u>	<u>Approximate Length</u>
I-355	Boughton Road to Army Trail Plazas	12 miles
I-294	95 th Street to I-394	18 miles
I-294	Irving Park, Cicero, 82 nd , 83 rd Toll Plazas	6 miles
I-90	Newberg Road to Rockton Road	13 miles
I-90	Kennedy Expressway to Newberg Road	60 miles
I-88	Eisenhower Expressway to Orchard Road	30 miles

Other areas will be identified at a later date.

Firms must be prequalified by IDOT in the following category:

Special Services (Aerial Mapping and LiDAR)

Schedule: Design for this project is scheduled to start in 2012.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

24. RR-11-9112, Infrastructure Management System for 2012/2014

This project requires 20% D/M/WBE participation.

Phase II Engineering services are required to continue the implementation of the Infrastructure Management System. The Infrastructure Management System manages and tracks the physical inventory and construction status of Tollway facilities and assets. This project is subject to available funding.

The proposed implementation needs for 2013/2014 include:

- 1) **Technical Support Services** – Consultant to provide on-going technical support to engineering application development needs including improvements and enhancement to existing applications. The selected consultant's capabilities must include data conversion, database management, technical writing, application development and as needed mapping services.
- The selected consultant must demonstrate specific technical expertise in the following application platforms
 1. ESRI ArcGis Server 9.x/10.x, ArcGis Desktop 9.x/10.x, ArcSde9.x/10.x
 2. Microsoft – ASP.NET 2.0+, Visual Studio 2005/2010, SQL Server 2005/2008, SQL Management Studio, Crystal Reports for .NET
 3. Adobe – Action Script, Flex, Flash, Flex Builder, Creative Suite
 4. General – HTML/CSS/Javascript, KML/GeoRSS.
 - Hardware support including change management and testing of development, testing and virtual environment. Requires knowledge of VM ware.
 - Application development and application enhancements to both existing applications. System Requirement Specification documents exist for all applications.
 - As needed services that occur as a result of other Tollway activities that involve the integration or sharing of Geospatial information.

The successful consultant will work directly with the Tollway's Engineering / planning staff and Program Management Office staff. Responders must be capable of delivering data in ESRI product / Application formats and have a proven track record of Geographic Information System / IS application Development. The successful consultant will be expected to work with staff on data project specifications and quality measures. Technical staff must be available to respond (be on site at the Tollway Administration Building at the Tollway Central Administration office building in Downers Grove) to troubleshoot technical issues within a 2-hour notice during weekday work hours (8:00 A.M. to 5:00 P.M.).

- 2) **GIS system Architecture Deployment and Migration** – The Tollway will deploy new hardware to support GIS activities. This will include planning, developing the migration plan and installing GIS software. The GIS software will be updated from version 9.3.1 to version 10, or 10.1 if available. The migration will also include documentation of existing applications that reside on the servers and the testing and usability in the new environment. Make changes to applications as identified in testing. The new server environment will be 64 bit Windows 2008 Server Operating System.

There is no IDOT prequalification requirement: **However, the consultant must identify at least three similar projects of scope and size. As well, it is expected that each responder have experience with ESRI enterprise Geographic Information System Implementations, significant SDE/SQL server database expertise.**

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The 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.

25. I-11-5644, Jane Addams memorial Tollway, Transit and Supporting Highway Infrastructure Study

This project has a 10% D/M/WBE participation goal.

Engineering services are required to study and research the application of differential pricing on existing toll roads and integrate transit options into toll lanes.

The work generally encompasses the study and review of existing studies, and shall include but not be limited to the following:

1. Define a conceptual short and medium term transit element on the I-90 corridor from Chicago to Rockford, or a shorter segment within those termini.
2. Assess options and termini of potential locations of a mass transit system.
3. Perform transit demand analysis, transit operations, and transit cost effectiveness measures.
4. Evaluate supporting highway infrastructure for the transit element, such as congestion priced managed lanes, for vehicle demand and revenue generation through the use of regional and micro-simulation modeling.
5. Utilize existing data sources for travel patterns, congestion, income and other heterogeneous characteristics of vehicle users to augment or replace survey methods.
6. Perform public outreach by the agency, and other regional interests, to address equity concerns and promote the overall concept project.
7. Tasks as generally identified in Attachment B.

Construction estimate: Not Applicable.

There is no IDOT prequalification requirement: **However, the consultant must identify at least three similar projects of scope and size. It is expected that each respondent have experience in traffic and mass transit related studies, research and reports.**

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

- The person who will assume the duties of the Project Manager for all aspects of the project.
- The person who will be responsible for traffic study work.
- The person who has experience in the design of rail or mass transportation.

Schedule: This project is scheduled to start in 2012 and shall be completed by Summer of 2012.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

ATTACHMENT B

Per the awarded application to the Federal Highway Administration, Value Pricing Pilot Program, FY 2010-2011:

TASK 1: REFINE MANAGED LANE OPTIONS

A range of managed lane options will be defined for the corridor. The prior Regional Congestion Pricing Study evaluated the potential for managed lanes based on general assumptions of the spacing, location and types of managed lane access/egress. This task requires an investigation of the existing traffic demand and operational characteristics of the corridor to derive optimal managed lane configurations.

TASK 2: DEVELOP TRANSIT POLICY OPTIONS & OPERATING CHARACTERISTICS

Proposed transit service using the managed lanes consists of Express Bus Service and Bus Rapid Transit. The frequency/headways, periods of operation and service characteristics (line-haul/short) of the potential transit options will be defined cooperatively with PACE and RTA. This task will review current PACE bus ridership data for the Jane Addams corridor in conjunction with existing arterial bus routes, transit transfer facilities and park-and-ride lots to identify potential locations for in-line stations. Alternate managed lane access/egress locations required to serve transit and regional activity centers if in-line stations are not feasible will be identified for inclusion in the refined managed lane options.

This task will also review existing high-occupancy vehicle (HOV) usage in the corridor available in regional travel surveys and origin-destination surveys conducted by the Illinois Tollway. The existing data will be supplemented with vehicle occupancy surveys as needed. HOV characteristics of the corridor will be used to define policy scenarios for preferential pricing that will be evaluated in subsequent tasks. These scenarios may include managed lane discounts for 2+ and 3+ carpools, compared to single-occupant vehicles. The Illinois Tollway will also investigate the usage of alternative fuel, hybrid and high-mileage vehicles in the region and specifically in the corridor through travel surveys.

TASK 3: UPDATED TRAFFIC PROFILES

While a substantial amount of data has been collected through the Jane Addams Tollway Master Plan and Chicago Regional Congestion Pricing Study, updated traffic profiles and operational analyses will be required to provide a baseline against which to measure the performance of managed lane and transit options.

In a study of this nature, it will be extremely important to develop complete traffic profiles along the project corridor. This would include the development of balanced, end to end traffic profiles, including mainlines and ramps, at various time intervals throughout the day, such as a.m. peak, a.m. shoulder, midday, p.m. peak, etc. The detailed profiles will be developed by travel direction.

Available traffic count data will be reviewed to ensure that all ramps in the corridor are covered with additional machine traffic counts where required.

TASK 4: TRAVEL PATTERN SURVEYS

Limited travel pattern surveys will be conducted as part of the Investment Grade Study. The Illinois Tollway last conducted a travel pattern survey of users of the eastern section of the Jane Addams Memorial Tollway in 2007. The survey data collection will be conducted to confirm travel pattern data already collected and to capture information not already available. Surveys will be distributed in two ways – mailed out to I-PASS users of the corridor, and handed out to cash customers at the three mainline toll plazas (Elgin, Devon and River Road) and selected high volume ramp toll plazas.

TASK 5: STATED PREFERENCE SURVEYS

Given the unique nature of this project, extensive Stated Preference (SP) surveys will be conducted of users and non-users of the Jane Addams Memorial Tollway. Respondents will be recruited by volunteering to participate in a follow-up survey to the travel pattern surveys, by targeted Computer Assisted Telephone Interviews of residents within a defined distance from the corridor and from transit user databases. The SP surveys are intended to obtain insights into traveler preferences, establish the perceived value of travel time, and the probability of using the facility under a variety of hypothetical operating conditions. An important objective will be to understand motorists' willingness to carpool at discounted/free rates or their willingness to pay a toll to avoid congested general-purpose lanes.

TASK 6: CORRIDOR GROWTH ANALYSIS

Under this task the most recent underlying economic forecasts included with the travel demand model will be reviewed. The task will involve assembly and review of the latest socioeconomic information, and interpretation of trends in population, households and employment. As required for an investment grade forecast, independent economic growth forecasts for the project corridor will be developed.

The final study report will include an economic growth chapter, which will present regional socioeconomic forecasts and any adjustments conducted as part of the study.

TASK 7: MODEL DEVELOPMENT AND CALIBRATION

The modeling approach will be conducted at three levels:

- Regional travel demand modeling – to estimate total demand in the corridor;
- A micro-model used to estimate the share of the traffic between the general-purpose toll lanes and premium-priced managed lanes; and
- A micro-simulation model used to simulate delay and congestion under various alternative traffic loading levels.

This task would include the development and calibration of the first two of these models. The micro-simulation model is addressed in Task 8. The recently adopted CMAP 2040 regional travel demand model will be used to develop future-year global demand estimates along the Jane Addams Memorial Tollway.

The CMAP 2040 model will be calibrated in the Jane Addams corridor to, as closely as possible, replicate the detailed traffic count profiles developed in Task 3. In addition to calibration along I-90 corridor itself, screen-line calibrations will also be performed on other major north-south arterial roads in the overall corridor.

The managed lanes will be coded into the regional model to reflect the refined managed lane characteristics. The managed lane options will be compared to an added general purpose lane in each direction and a no-build base case. The regional model will then be used to estimate

base year and future year “global demand” in the project corridor. It will not be used to estimate the actual share of traffic between the managed lane and general-purpose toll lanes, although the managed lane capacity would be included for purposes of estimating global demand.

The updated micro-model will be developed by using a “tight window” of the CMAP model along the immediate I-90 corridor itself. In addition to the managed and general purpose lanes, the micro-model will also include a limited number of competing arterial routes east and west of I-90. By significantly narrowing the dimensions of the micro-model, an improvement results in the ability of the micro-model to achieve a sensitive equilibrium balance in the toll diversion traffic assignment process between the managed and general-purpose lanes.

Micro-model trip tables will be calibrated closely with the detailed traffic profiles developed in Task 3. The time of day breakdown of the CMAP 2040 model trip table will be further subdivided into peak and shoulder conditions, with up to eight analysis intervals to be used in the actual estimation of traffic on I-90. Future year trip tables will be developed for the micro-model keying to growth by interchange and travel movement, as determined from the regional model assignments, applied to the controlled profile volumes from the base year. The micro-model will then be used in Task 9 in conducting detailed base case traffic and revenue analysis for the managed lanes.

TASK 8: MICRO-SIMULATION MODEL DEVELOPMENT AND CALIBRATION

Motorists pay to use managed lanes as a direct function of anticipated delay in the general-purpose lanes. This delay is more often than not attributable to traffic backups resulting at bottleneck locations rather than gradual declines in travel speeds over the length of the facility. Bottlenecks themselves are often a function of weaving patterns, lane drops, etc.

Backups at bottlenecks are not well simulated in regional travel demand models or the micro-model which will be used in the traffic assignment process itself. Development of a simulation model allows identifying bottleneck locations, other friction points and provides a better estimate of anticipated delays under alternative levels of traffic distribution between the managed and general-purpose lanes.

With managed lanes, a sensitive equilibrium exists. The more traffic assigned to the managed lanes the lower level of congestion and delay in the general-purpose lanes. As such, once the micro-simulation model is developed and calibrated future-year conditions are modeled assuming a wide range of distributions of total traffic between the managed and general-purpose lanes. This enables the identification of bottleneck locations and the refinement of “speed flow curves” in the micro-model itself. The use of the micro-simulation model also enables a better computation of travel time benefits for build versus no-build conditions or between two alternative scenarios.

A VISSIM simulation model will be developed for the corridor, extending from Randall Road in the west to Cumberland Avenue in the east. The model will be developed and calibrated at base year levels to reflect the detailed traffic profiles developed in Task 3. This will include observed delay patterns in peak, shoulder and off-peak hours as well as the controlled traffic volumes on each entry and exit ramp on the system. Future-year simulations will then be prepared both for a no-build condition and for alternative managed lane scenarios. Multiple simulations will be run for each build condition, simulating progressively higher and higher shares of traffic on the toll lanes. The results of the simulations will be used to develop specialized speed flow curves for certain links in bottleneck areas. These will be implemented into the micro-model, prior to actual traffic and revenue analysis.

TASK 9: BASE CASE TRAFFIC AND REVENUE ANALYSIS

Base case traffic and revenue forecasting would be conducted in this task. Using the micro-model, as adjusted to reflect the results of the micro-simulation analysis, up to eight analysis periods will be evaluated in each of the four model years. These analysis periods will include a.m. shoulder, a.m. peak, midday, etc. For each period in each model year a range of toll rates will be tested. Toll sensitivity curves will be developed for each time period, in each traffic direction for each analysis year.

The modeling would replicate a weekday condition. However, daily traffic variations would be reviewed for I-90 to consider weekend conditions as well. It is not proposed that any actual model simulation runs would be run for weekends, but a general assessment would be made of the relationship between traffic and revenue on weekdays versus weekends, since some revenue potential is likely to occur on weekends as well.

For each scenario, traffic assignments will be made at opening year, as well as two future-year levels. It is important to analyze traffic and revenue growth patterns on managed lanes over relatively small numbers of years, no more than 10 year intervals, since the pattern of demand growth on managed lanes is likely to be much higher than that of traditional toll roads. In addition, toll rates would tend to need to be increased in real terms (above inflation) to manage demand and optimize revenue in the future.

The entire process will be for multiple toll rates to determine the volume of traffic that maximizes the facility's revenue under each alternative and to determine the toll required to optimize the distribution of traffic on the managed and general-purpose lanes under each alternative. Revenues will be calculated on a period-by-period basis, since it is anticipated that optimal toll rates will change on an hour-by-hour basis by travel direction.

Annual transaction and revenue estimates will be developed for each alternative. Revenue estimates in the early years of operation for each alternative will be further adjusted to reflect ramp-up.

In addition to the traffic and revenue estimates, estimates of peak versus off-peak operating speeds will be developed for each alternative in each of the future modeling years, both on general purpose and on managed lanes.

TASK 10: SENSITIVITY TESTS

Traffic and revenue forecasts for each scenario developed in Task 9 are referred to as the "base case." However, the forecasting of future revenue potential on any new toll facility, especially managed lane facility such as that proposed on I-90 is subject to considerable uncertainty. As such, it is particularly important to perform a sensitivity analysis to evaluate the risk potential of the project.

In this task, a series of sensitivity tests will be run, to analyze the potential impacts on revenues associated with certain nominal changes in basic assumptions or study inputs. Typical sensitivity tests could include:

- Lower or higher values of time; and
- Lower or higher rates of economic growth (and associated traffic growth);
- Differing assumptions regarding transit in the corridor; and
- Varying assumptions regarding competing transportation improvements.

In addition to these typical sensitivity tests, the managed lane analysis will also evaluate the potential impacts of new competing or connecting facilities such as the extension of the Elgin-O'Hare Expressway and Western O'Hare Bypass.

TASK 11: EVALUATE RIDERSHIP AND OPERATIONAL IMPACTS OF ALTERNATIVE TRANSIT SERVICE

The ridership and operational impacts of alternative transit service in the Jane Addams Tollway corridor will be evaluated through travel demand modeling and simulation modeling. Changes in accessibility and the attractiveness of transit under the managed lane alternatives will be assessed by skimming the travel time impedance matrices from the travel demand model under no-build, added general-purpose lane and managed lane scenarios. These zone-zone travel time impedance matrices will be used to rerun the mode-split model of the regional travel demand model. The Illinois Tollway will work cooperatively with CMAP to run the mode-split model. Changes in the automobile mode shares between the no-build and general-purpose lane; and managed lane scenarios will be used to estimate the new transit mode share in the corridor.

Operational impacts of the managed lanes on transit will be assessed using the VISSIM micro-simulation model. The transit service characteristics will be coded into the model to assess the potential travel time benefits accruing to transit as a result of using the managed lanes. Similarly, the weaving and access/egress issues of transit bus use of the managed lanes will be assessed using the micro-simulation model.

TASK 12: EVALUATE EQUITY IMPACTS OF MANAGED LANES

The equity impacts of the proposed managed lanes will be assessed primarily through an analysis of the user demographics of the Jane Addams Tollway, their travel characteristics and the potential impacts to various groups. A combination of focus groups, user surveys and travel pattern analysis will be used to assess the impacts to users of the Jane Addams Tollway, competing arterial road users and transit users.

TASK 13: CONDUCT PUBLIC AND STAKEHOLDER OUTREACH

Similar to the amount of stakeholder and policy maker outreach conducted as part of the Chicago Regional Congestion Pricing Study; this effort will focus on outreach to the general public, and elected officials and communities along the Jane Addams Memorial Tollway. This will be done through briefings at meetings of the village and city councils of the northwest communities, and through public hearings to understand the concerns of the general public, local Chambers of Commerce and transit riders.

TASK 14: DOCUMENTATION

This task will include the development of final study documentation. The results of the overall study will be documented in a comprehensive traffic and revenue report. The final report shall be Section 508 of the Rehabilitation Act (29 U.S.C. 794d) compliant.

The Consultant shall prepare each quarter a report summarizing work accomplished, work planned, problems encountered, expenditures, recommended solutions, and other pertinent information (49 C.F.R. § 18.40(b)). The Consultant shall also prepare the brief quarterly FHWA Value Pricing Program update; format available from the FHWA's Knowledge Sharing website.

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 – Bureau of Operations
313 Hanley Building, Room 009
2300 S. Dirksen Parkway
Springfield, IL 62764
(217)557-2070
FAX (217)782-1927
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

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 current 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.

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 known 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 the advertised Disadvantaged Business Enterprise (DBE) goal of the work to be performed under the contract as a sub-consultant.

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

- 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 Services 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 a 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 # 11-2 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 an 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 July 1, 2010)
(The Disclosure Certification Forms include the Subcontractor Information/Delinquent Debt Review Form and addresses Public Act 95-971)
 - The Consultant Quality Plan (CQP) is only required to be submitted 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 completed and submitted by the Prime with the offer. Once the Prime is notified of selection, any sub-consultant whose contract value exceeds \$25,000 is required to complete and submit the Sub-Consultant Certification/Disclosure forms in Adobe Acrobat® .pdf file format to the Prime. The Prime will in turn submit the Sub-consultant Certification/Disclosures via Compact Disk (CD) to the State Purchasing Officer (SPO) through the General Manager of Engineering at 2700 Ogden Ave., Downers Grove, IL 60515.
 - Exhibit D must include **all** staff from the Prime firm and the Sub-consultants.

ALL FORMS ARE AVAILABLE IN THIS PSB 11-2 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. Use the SOI CODE that is provided by IDOT at the top of your SEFC prequalification sheet.
- 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 should include Prime, sub-consultant(s) and D/M/WBE percentage breakdowns.
- Submit copies of current D/M/WBE letters of certification from applicable agencies as verification of current DBE status.
- Exhibit A: Proposed staff specific to each SOI submitted, including sub-consultants, resumes, category of work, etc.
- Exhibit B: Location/Design - Environmental Questionnaire (when applicable).
- Exhibit C: Current Obligations – provide most current dollar amounts.
- Exhibit D: Availability of Key and Support Personnel (must include **all** staff – both Prime and subconsultants).
- Certification/Disclosure Forms (Revised July 1, 2010) for Primes. 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
 - Subcontractor Information/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.

A separate Subcontractor Information/Delinquent Debt page should be completed for each PSB item number for which a SOI is submitted. Enter the PSB item number in lieu of the Project Number. Indicate percentages to be allocated to subconsultants to the extent known.

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 August 26, 2011, and 4:30 P.M. CST, September 12, 2011. Sending the SOI just before 4:30 P.M. does not guarantee that it will be received by 4:30 P.M.

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 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. The same form shall be submitted with the sub-consultant Certification/Disclosure forms upon selection of the Prime.

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 previously been submitted to the Tollway 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> (See Doing Business)

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 have not been finalized)** during the ensuing year(s) to all of our clients on any type of project and have included them on Exhibit C.

If we are selected for this project, we will assign it as a top priority project 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/Design Studies – 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., 11-1/5).
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 #.
3. 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

This portion is to be completed when projects require Environmental Reports (Environmental Assessment or Environmental Impact Statements). Check the appropriate Prequalification Level Advertised for this project.

EA

EIS

1. For EAs briefly describe a similar or more complex environmental report completed within the last ten years. For EISs, briefly describe a similar or more complex highway-related environmental report completed within the last ten years. (Completed report requires environmental documents approved for public release.)



Exhibit B (continued)

If an 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 and e-mail address of a person in the contracting agency familiar with the project. (This description should not exceed two pages.)

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: three pages for 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 subconsultants (if any), that will be responsible for the applicable environmental issue areas listed below, and the office location from which these individuals will be working. (Categories that must be assigned to a person prequalified in that area are noted with an asterisk.) All the environmental work must be performed either by the prime consultant or by a subconsultant firm prequalified in the required category.

	<u>Individual Name</u>	<u>Firm Name</u>	<u>Office Location</u>
*Environmental Lead	_____	_____	_____
Percent of Time Devoted to Project	_____	_____	_____
*Air	_____	_____	_____
*Noise	_____	_____	_____
*Water Quality	_____	_____	_____
Wetlands and Associated Aquatic Resources	_____	_____	_____
Biological Resources	_____	_____	_____

(other than wetlands)	_____	_____	_____
	_____	_____	_____
*Community Impacts	_____	_____	_____
Cultural Resources	_____	_____	_____
Agriculture	_____	_____	_____
Special Waste	_____	_____	_____
Geology	_____	_____	_____
*Public Involvement	_____	_____	_____
*Technical Writer	_____	_____	_____
*QC/QA for Environmental Document	_____	_____	_____

Resumes are required for individuals listed above and must include details of actual work performed by the individual on specific projects, including dates. Resumes are not to exceed two pages.

*Must be assigned to currently prequalified individuals identified in the firm's most recently approved Statement of Experience and Financial Condition as submitted to IDOT.

**Must be assigned to staff identified in your firm's QC/QA Plan.

- Briefly describe how the environmental staff identified in item 4 will be incorporated into the study process. Particular attention should be given to those not located in the firm's primary office who are 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)	<u>Fee Remaining without Sub-consultants</u>					
		0-6 Months (000's)		7-18 Months (000's)		>18 Months (000's)	
		Design	Constr.	Design	Constr.	Design	Constr.
<u>Total as Prime</u> (enter here & table on Page 3)							

Consultant You are Subcontracted To	PSB No.	Total Project Fee (000's)	<u>Fee Remaining</u>					
			0-6 Months (000's)		7-18 Months (000's)		>18 Months (000's)	
			Design	Constr.	Design	Constr.	Design	Constr.
<u>Total as Sub-consultant</u> (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.
<u>Total As Prime</u>						
Total As Sub-consultant						
Total For Non-ISTHA						
Total						

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



Vendor acknowledges and agrees that compliance with this section and each subsection for the term of the contract and any renewals is a material requirement and condition of this contract. By executing this contract Vendor certifies compliance with this section and each subsection and is under a continuing obligation to remain in compliance and report any non-compliance.

This section and each subsection applies to subcontractors used on this contract. Vendor shall include these Standard Certifications in any subcontract used in the performance of the contract using the Standard Subcontractor Certification form provided by the State.

If this contract extends over multiple fiscal years including the initial term and all renewals, Vendor and its subcontractors shall confirm compliance with this section in the manner and format determined by the State by the date specified by the State and in no event later than July 1 of each year that this contract remains in effect.

If the Parties determine that any certification in this section is not applicable to this contract it may be stricken without affecting the remaining subsections.

1. As part of each certification, Vendor acknowledges and agrees that should Vendor or its subcontractors provide false information, or fail to be or remain in compliance with the Standard Certification requirements, one or more of the following sanctions will apply:

- the contract may be void by operation of law,
- the State may void the contract, and
- the Vendor and its subcontractors may be subject to one or more of the following: suspension, debarment, denial of payment, civil fine, or criminal penalty.

Identifying a sanction or failing to identify a sanction in relation to any of the specific certifications does not waive imposition of other sanctions or preclude application of sanctions not specifically identified.

2. Vendor certifies it and its employees 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.

3. Vendor certifies it is not in default on an educational loan (5 ILCS 385/3). This applies to individuals, sole proprietorships, partnerships and individuals as members of LLCs.

4. Vendor (if an individual, sole proprietor, partner or an individual as member of a LLC) certifies it has not received an (i) 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, or (ii) 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, (30 ILCS 105/15a).

5. Vendor certifies it is a properly formed and existing legal entity (30 ILCS 500/1.15.80, 20-43); and as applicable has obtained an assumed name certificate from the appropriate authority, or has registered to conduct business in Illinois and is in good standing with the Illinois Secretary of State.

6. To the extent there was a incumbent Vendor providing the services covered by this contract and the employees of that Vendor that provide those services are covered by a collective bargaining agreement, 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). This does not apply to heating, air conditioning, plumbing and electrical service contracts.

7. Vendor certifies it 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).

- 8.** If Vendor has been convicted of a felony, Vendor certifies 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).
- 9.** 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, Vendor certifies 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 shall declare the contract void if this certification is false (30 ILCS 500/50-10.5).
- 10.** Vendor certifies it is not barred from having a contract with the State based on violating the prohibition on providing assistance to the state in identifying a need for a contract (except as part of a public request for information process) or by reviewing, drafting or preparing solicitation or similar documents for the State (30 ILCS 500/50-10.5e).
- 11.** Vendor certifies that it 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 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).
- 12.** Vendor certifies that it 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.
- 13.** Vendor certifies that it has not been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act within the last five years, and is therefore not barred from being awarded a contract (30 ILCS 500/50-14).
- 14.** Vendor certifies it 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).
- 15.** Vendor certifies it is not in violation of the "Revolving Door" section of the Illinois Procurement Code (30 ILCS 500/50-30).
- 16.** Vendor certifies that it has not retained a person or entity to attempt to influence the outcome of a procurement decision for compensation contingent in whole or in part upon the decision or procurement (30 ILCS 500/50-38).
- 17.** Vendor certifies it 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).
- 18.** In accordance with the Steel Products Procurement Act, Vendor certifies 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).
- 19.** a) If Vendor employs 25 or more employees and this contract is worth more than \$5000, Vendor certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act.
b) If Vendor is an individual and this contract is worth more than \$5000, Vendor shall not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the performance of the contract (30 ILCS 580).
- 20.** Vendor certifies that 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 applies to contracts that exceed \$10,000 (30 ILCS 582).
- 21.** Vendor certifies it 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).
- 22.** Vendor certifies it 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).

23. Vendor certifies it 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).

24. Vendor certifies it 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).

25. Vendor certifies that no foreign-made equipment, materials, or supplies furnished to the State 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).

26. 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".

27. 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.

28. Vendor certifies that information technology, including electronic information, software, systems and equipment, developed or provided under this contract will comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as published at www.dhs.state.il.us/iitaa. (30 ILCS 587)

29. Vendor certifies that it has read, understands, and is in compliance with the registration requirements of the Elections Code (10 ILCS 5/9-35) and the restrictions on making political contributions and related requirements of the Illinois Procurement Code (30 ILCS 500/20-160 and 50-37). Vendor will not make a political contribution that will violate these requirements. These requirements are 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.

In accordance with section 20-160 of the Illinois Procurement Code, Vendor certifies as applicable:

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

or

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

VENDOR (show Company name and DBA)

Signature _____

Printed Name _____

Title _____ Date _____

Address _____

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.

DISCLOSURES AND CONFLICTS OF INTEREST

Instructions: Vendor shall disclose 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). Failure to fully disclose shall render the contract, bid, proposal, subcontract, or relationship voidable by the chief procurement officer if s/he deems it in the best interest of the State of Illinois and may be cause for barring from future contracts, bids, proposals, subcontracts, or relationships with the State.

- There are five sections to this form and each must be completed to meet full disclosure requirements.
- Note: The requested disclosures are a continuing obligation and must be promptly supplemented for accuracy throughout the process and throughout the term of the resultant contract if the bid/offer is awarded. As required by 30 ILCS 500/50-2, for multi-year contracts Vendors must submit these disclosures on an annual basis.

A publicly traded entity may submit its 10K disclosure in satisfaction of the disclosure requirements set forth in Section 1 below. HOWEVER, if a Vendor submits a 10K, they must still must complete Sections 2, 3, 4 and 5 and submit the disclosure form.

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 50-35 Disclosure of Financial Interest in the Vendor. (All Vendors must complete this section)

Vendors must complete subsection (a), (b) or (c) below. Please read the following subsections and complete the information requested.

- a. If Vendor is a Publicly traded corporation subject to SEC reporting requirements
- i. 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 .

OR

- b. If Vendor is a privately held corporation with more than 400 shareholders
- i. 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 Illinois Procurement Code.

OR

- c. If Vendor is an individual, sole proprietorship, partnership or any other not qualified to use subsections (A) or (B), complete (i) and (ii) below as appropriate.
- i. 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 a separate form for each individual.
1. Do you have an ownership share of greater than 5% of the offering entity or parent entity?
 Yes No
 2. Do you have an ownership share of less than 5%, but which has a value greater than \$106,447.20?
 Yes No

3. Do you receive more than \$106,447.20 of the offering entity's or parent entity's distributive income? (Note: Distributive income is, for these purposes, any type of distribution of profits. An annual salary is not distributive income.)
 Yes No
4. Do you receive greater than 5% of the offering entity's or parent entity's total distributive income, but which is less than \$106,447.20?
 Yes No
5. If you responded yes to any of questions 1 – 4 above, please provide either the percentage or dollar amount of your ownership or distributive share of income: _____. 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 _____ %
6. If you responded yes to any of the questions 1-4 above, please check the appropriate type of ownership/distributable income share:
 Sole Proprietorship Stock Partnership Other (explain) _____
 Name: _____
 Address: _____

- ii. In relation to individuals identified 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 the end of this Section (attach additional pages as necessary). If no individual has been identified 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 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
- (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 2: Section 50-13 Conflicts of Interest *(All Vendors must complete this section)*

(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 3: Debarment/Legal Proceeding Disclosure *(All Vendors must complete this section).*

Each of the persons identified in Sections 1, 2 and 3 must each identify any of the following that occurred within the previous 10 years:

Debarment from contracting with any governmental entity	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Professional licensure discipline	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Bankruptcies	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Adverse civil judgments and administrative findings	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Criminal felony convictions	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If any of the above is checked yes, please identify with descriptive information the nature of the debarment and legal proceeding. The State reserves the right to request more information, should the information need further clarification.

Section 4: Disclosure of Business Operations with Iran *(All Vendors must complete this section).*

In accordance with 30 ILCS 500/50-36, each bid, offer, or proposal submitted for a State contract, other than a small purchase defined in Section 20-20 [of the Illinois Procurement Code], shall include a disclosure of whether or not 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 and:

- (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;
or
- (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 that directly or significantly contributes to the enhancement of Iran's ability to develop petroleum resources of Iran.

A bid, offer, or proposal that does not include this disclosure shall not be considered responsive. We may consider this disclosure when evaluating the bid, offer, or proposal or awarding the contract.

You must check one of the following items and if item 2 is checked you must also make the necessary disclosure:

- There are no business operations that must be disclosed to comply with the above cited law.
- The following business operations are disclosed to comply with the above cited law:

Section 5: Current and Pending Contracts *(All Vendors must complete this section).*

Does the Vendor have any contracts, pending contracts, bids, proposals or other ongoing procurement relationships with units of State of Illinois government? Yes No

If yes, please identify each contract, pending contract, bid, proposal and other ongoing procurement relationship 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.

Section 6: Representative Lobbyist/Other Agent *(All Vendors must complete this section).*

Is the Vendor represented by or employ a lobbyist or other agent who is not identified under Sections 1 and 2 and who has communicated, is communicating, or may communicate with any State officer or employee concerning the bid, offer or contract? Yes No
If yes, please identify each agent / lobbyist, including name and address.

Costs/Fees/Compensation/Reimbursements related to assistance to obtain contract (describe):

Vendor certifies that none of these costs will be billed to the State in the event of contract award. Vendor must file this information with the Secretary of State.

This Disclosure is signed and made under penalty of perjury.

This Disclosure information is submitted on behalf of: _____
(Vendor/Subcontractor Name)

Name of Authorized Representative: _____
 Title of Authorized Representative: _____
 Signature of Authorized Representative: _____
 Date: _____

Subscribed and sworn before me this _____ day of _____, 20____

(seal)

Notary Public

My Commission Expires: _____
Consultant Certifications

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
medical and/or health care services | <input type="checkbox"/> Limited Liability Company (select applicable tax
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: _____



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

Date: _____ Project Number: _____

Project Name: _____

DELINQUENT DEBT REVIEW

Sub-Consultant/Contractor Disclosure.

Will you be using any sub-consultants/contractors? ___ Yes ___ No

If yes, you must identify below, to the extent the information is known, the names and addresses of all Sub-Consultants/Contractors you will be using in the performance of this Contract, together with the anticipated amount of money that each Sub-Consultant/Contractor is expected to receive pursuant to this Contract. The State may request updated information at any time. For purposes of this section, Sub-Consultants/Contractors are those specifically hired to perform all, or part, of the work of this contract or to provide the supplies requested by the State.

Our firm agrees to provide the Chief of Procurement, also known as the State Procurement Officer (SPO), a copy of any subcontract as identified within twenty (20) days after execution of the contract if selected, or after execution of the subcontract, whichever is later.

Delinquent Payment. The Consultant/Contractor 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/Contractor further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the Consultant/Contractor 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: _____

SUB-CONTRACTOR(S)

<u>Sub-Consultant(s)/Contractor(s)</u>	<u>Sub-Consultant(s)/Contractor(s) FEIN</u>	<u>Address</u>	<u>Amount to be Paid (to extent known)</u>

Sign _____ **Print** _____ **Date** _____
Prime Consultant/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 11-2 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 **September 12, 2011**.

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 11-2**

DUE DATE: September 12, 2011

|||||
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.

To unsubscribe from the PSB Email Notification list send an Email to chardwick@getipass.com

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

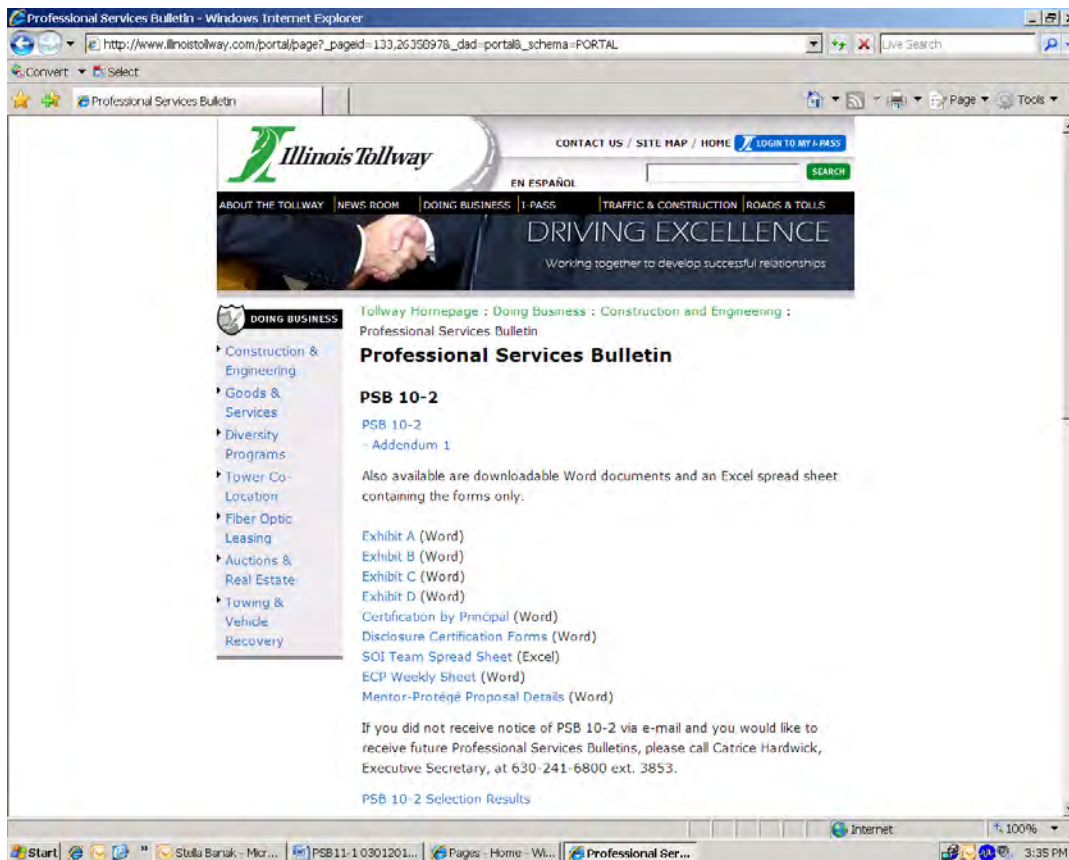
(TYPE ONLY)

Name of firm _____

E-mail address _____

Contact person (corresponding with e-mail) _____

INFORMATION ON ACCESSING TOLLWAY WEBSITE



The Professional Services Bulletin 11-2, including all Exhibits and forms can be found at the Tollway's website at <http://www.illinoistollway.com>. To navigate your way to our PSB, go to our website under "Doing Business". "Doing Business" can be found along the top tool bar. Next, in the pull down menu, arrow down to the word "Bids". Double click on the word "Bids".

The printed page shown above is the next page you will see. In the center of the page, double click on the bulleted item "Professional Services Bulletin". The next page you see will list our PSB 11-2 and all of the forms you will need to submit your Statements of Interest.

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