

PROFESSIONAL SERVICES BULLETIN 14-1

ADDENDUM 2

ADDENDUM 2 does not change the due date or time.

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

Due Date: July 3, 2014

Successful Applicants will be notified.

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

ISTHA web site: www.illinoistollway.com



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

**ADDENDUM NO. 2
TO
PROFESSIONAL SERVICES BULLETIN No. 14-1**

June 26, 2014

For which Statements of Interest are due by 4:30 p.m. Central Standard Time to the Illinois State Toll Highway Authority at their offices, 2700 Ogden Avenue, Downers Grove, Illinois 60515, July 3, 2014.

The Tollway provides this clarification regarding the Veteran Small Business Utilization Plan PSB 14-1 Items 1 through 14 each include a VOSB/SDVOSB goal, as stated in Addendum 1. The Veteran Small Business Utilization Plan must be submitted with the Statement of Interest for each of these items. The Veteran Small Business Utilization Plan is located on the Illinois Tollway website at: <http://www.illinoistollway.com/documents/10157/5456217/Veteran+Small+Business+Utilization+Plan>

QUESTIONS: The Tollway has received the following questions to PSB 14-1 via email to the SOIPSB14-1 mail box. The Tollway offers the following responses:

Question 1: Our Company is currently registered through the Illinois Procurement Gateway. Since our company's registration is current, is it necessary to submit the Certification/Disclosure Forms for the Primes?

Response: The Tollway encourages all vendors to register on the IPG. However for this solicitation, the new, contract-specific forms are not yet available. Please see page 17 and page 48 (checklist) of the PSB for guidance on submitting the Certification/Disclosure Forms.

Question 2: From the CMA website, there appears to be only one VOS/SDVOSBE prequalified by IDOT in Special Services (Construction Inspection). There are no other firms prequalified by IDOT in any category of work. From a website search, there appears to be one other VOS/SDVOSBE firm that could provide construction engineering for transportation projects and three firms that could provide CCDD expertise in the field. Are there any other sources to identify VOS/SDVOSBE firms in Illinois or do we select one of these five firms for our proposals?

Response: The Tollway's Diversity department consulted the publicly available database of firms and found several veteran owned firms certified by the State of Illinois Central Management Services and set goals based on this availability, taking into account other factors such as the size of the project, scopes of work, etc. Addendum 2 clarifies the requirement for IDOT prequalification of subconsultants as follows: "Firms must be IDOT prequalified in the work they are performing, except as provided under the Mentor/Protégé Program Guidelines. For firms who are performing work in a subordinate role, such as inspection or drafting, in which they are reporting to a firm that is responsible for the final work product, the subordinate firm does not need to be IDOT prequalified."

Question 3: We are interested in submitting on the current PSB, but we are not finding any suitable Veteran Owned businesses to fulfill the PSB 14-1 addendum requirement. There are only 2 firms on both the CMS VOSB/SDVOSB list provided and the IDOT Prequalified Engineering Consultant List. Frega Associates, LTD is prequalified in Architecture and Landscape Architecture and although Juneau Associates does have relevant prequalifications, they are located in Granite City, IL. That's near St. Louis.

What do you suggest?

Response: The Tollway's Diversity Department consulted the publicly available database of firms and found several veteran owned firms certified by the State of Illinois Central Management Services and set goals based on this availability, taking into account other factors such as the size of the project, scopes of work, etc. Addendum 2 clarifies the requirement for IDOT prequalification of subconsultants as follows: "Firms must be IDOT prequalified in the work they are performing, except as provided under the Mentor/Protégé Program Guidelines. For firms who are performing work in a subordinate role, such as inspection or drafting, in which they are reporting to a firm that is responsible for the final work product, the subordinate firm does not need to be IDOT prequalified."

Question 4: Can you please tell me where I can find an approved list of Veteran Owned Businesses that will qualify for the current bulletin requirements?

Response: The Tollway does not publish an "approved" list of Veteran Owned Businesses, however the list of firms that have been certified as Veteran Owned Businesses is available on the State of Illinois website at the below location:

<https://www2.illinois.gov/cms/business/sell2/Pages/VendorSearch.aspx>

Click: •Search the VOSB/SDVOSB Vendors Directory

Enter a "space" in the field below "Enter the Vendor's Name:" then hit ENTER.

The full listing will be available for review and sorting or export.

Note: A Vendor Search can also be accomplished by commodity codes or by commodity name.

Questions 5: We recognize that PSB 14 -1 Addendum 1 indicates "Firms listed in the Department of Central Management Services VOS/SDVOSBE Directory have been certified as Veteran-Owned or Service-Disabled Veteran-Owned Small Business Enterprises." AND it also indicates "Paragraph 1: *Any consultant, prime or sub must be prequalified by IDOT in the category of work they are performing, unless a subconsultant is being mentored in the Mentor/Protégé Program. B. Subconsultants must be prequalified in the area of work they will be performing unless the Subconsultant is being mentored in the Mentor/Protégé Program for that area of work.*"

Will the C M S certification be enough for the Veteran Owned Business to be on our team, if the Veteran Owned Business is not IDOT Pre-Qualified?

Subject to the answer to Question 1, if the Veteran Owned Business is no IDOT Pre-Qualified, do we have to place them in a Mentor Protégé Program or will their C M S Certification be enough for them to be on our team? Subject to the answer to Question 1, if the Veteran Owned Business is not IDOT Pre-Qualified, and they have to be to be on our team and perform their work, would ISTHA allow the Veteran Owned Business to apply to IDOT for Pre-Qualification during the time of PSB review and potential contracting for services? We recognize that this process could take six months and the IDOT Pre-Qualification could potentially occur in that time before the contract with ISHTA for services is executed.

Response: Firms must be IDOT prequalified in the work they are performing, except as provided under the Mentor/Protégé Program Guidelines. For firms who are performing work in a subordinate role, such as inspection or drafting, in which they are reporting to a firm that is

responsible for the final work product, the subordinate firm does not need to be IDOT prequalified.

Question 6: Addendum No 1 to PSB 14-1; Veterans' references VOS(B)/SDVOSB(E) leads us to Veteran owned Small Businesses only, is this the intent or can a Veteran owned business fulfill the Addendum, such as FVBE (Female Veteran Business Enterprise) ?

SBI mentions qualifications to participate; firms can generate gross revenues of \$10 million or less annually. The Addendum to qualify as an eligible VOS/SDVOSBE list one of the bullet points to read ... the firm must be an Illinois business with annual gross sales under \$75 million .

Please clarify.

Response: Per CMS requirements, firms listed on the referenced CMS website are certified. VOSB/SDVOSB is the overall designation on the website, which also includes other, more specific, designations. IF THE FIRM IS LISTED ON THE CMS WEBSITE, THEY ARE CERTIFIED.

The VOSB/SDVOSB eligibility requirements are as listed in Addendum 1 Page 36-1, and on the CMS website:

<http://www2.illinois.gov/cms/business/sell2/Pages/VeteranownedBusinesses.aspx>

Question 7: Given the new Veteran-Owned Business Participation requirements can you clarify: How many mentor-protégé agreements can a prime consultant have on each item? Is the Veteran participation percentage included in the total D/M/WBE participation for each item or in addition to the D/M/WBE participation?

Response: There is no limit on the number of protégés that a Mentor can submit on an Item.

The VOSB/SDVOSBE goal is in addition to the DBE goal.

Question 8: The language for Item 19 in PSB 14-1 states that

"The person who will assume the duties of the Project Manager for this project must be familiar with all aspects of Transportation related Civil Engineering disciplines, including traffic, design and maintenance related Engineering including design, and will have at least 10 years of experience managing planning / transportation related Geographic information system projects."

A. Can you please confirm that the Project Manager will need to have Transportation related Civil Engineering familiarity? It is our understanding that the tasks listed including any application development and enhancement work will primarily require a Project Manager with GIS and software development management expertise. Can you please clarify?

B. If Transportation related Civil Engineering familiarity is required, would it be acceptable to have another individual with that expertise on our team in case their services are needed for specific aspects of the project, to advise our Project Manager who would have primarily GIS/Software Development management expertise?

C. Please confirm that Exhibit B - *Location/Design Studies – Environmental Questionnaire* – is not required for Item 19 in PSB 14-1?

Response A: Per page A-45 of the PSB, The person who will assume the duties of the Project Manager for this project must be familiar with all aspects of Transportation related Civil Engineering disciplines, including traffic, design and maintenance related Engineering including design, and will have at least 10 years of experience managing planning / transportation related Geographic information system projects.

Response B: Yes, it would be acceptable to have that individual on your team.

Response C: An Exhibit B is not required.

Question 9: Are intended Sub-consultants required to fill out Exhibit C - Current Obligations of Work? Or just the Prime?

Response: The form Exhibit C should be completed by the prime only.

Question 10: Please clarify the following questions regarding Exhibit A, section on Proposed Plan to Achieve Diversity Goal

1. There are no drop-down selections as indicated in the instructions – should the fields be filled in with appropriate text?
2. Are Veteran Owned Businesses supposed to be included in this section? If so, how should their status be referenced?

Section: Proposed Plan to Achieve Diversity Goal

The fields for drop downs are missing, in all columns.

Response 1: The corrected Exhibit A and SOI Team PSB 14-1 forms have been posted to <http://www.illinoistollway.com/doing-business/construction-engineering/professional-services-bulletin>: [The Illinois website](#).

Response 2: The Veteran Goal requires the Utilization Plan, Letter of Intent and Good Faith Efforts log (if used), pages 43-1 through 45-1 of PSB 14-1 Addendum 1. These pages should be included in the Statement of Interest for the Item, following Exhibit A.

Question 11: Regarding ‘soft Joint Ventures/Teaming’, IDOT recently published in a bulletin the following;

“If a firm is submitting as part of a Team, then the firm may not submit as prime alone or as part of another Team on the same item”. See attached page for reference.

Does this rule prohibiting multiple teaming arrangements apply to submittals on the current Tollway PSB?

Response: Since this was not stated as a rule with respect to the Tollway Professional Services Bulletin, this rule is not in effect for this Professional Services Bulletin.

Questions 12: Please advise of the submittal procedure for the Mentor Protege documents:

Are they to be submitted as a separate document and if so, what should the file name be? (for example, STRDSN???)

If *not* required to be submitted as a separate file, please advise *where* in the SOI should the documents be included or placed. Thank you.

Response: Effective for PSB 14-1, Exhibit E, Mentor-Protégé Memorandum of Understanding is the only Mentor-Protégé document required at time of submittal with the Statement of Interest. Exhibit E should be included in the Statement of Interest document, NOT submitted separately.

Question 13: Highlighted areas seem contradicting on Item #15. One sentence reads Prime must be prequalified in all 4 categories, but the other reads can be obtained through subs. Please advise.

Response: We concur that this is a contradiction. For Item 15 the Tollway will allow prequalification through a subconsultant for the categories stated in the item description.

Question 14: For item #9 in PSB 14-1, can the prime allow the sub consultant to meet the prequalification for Special Services (Construction Inspection) instead of Special Services (Electrical Engineering).

We would like to pursue as prime with the electrical engineering prequalification and use sub consultants for the other categories.

Response: No.

Question 15: Is there an editable (Word file) version of the Veteran Letter of Intent form for VBE's available? I'm unable to "Click and Enter Text"

Response: The fillable PDF has been posted on the website with PSB 14-1 documents.
<http://www.illinoistollway.com/doing-business/construction-engineering/professional-services-bulletin>: [The Illinois website.](#)