

PROFESSIONAL SERVICES BULLETIN 14-2

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

Due Date: September 3, 2014

Successful Offerors will be notified.

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

Professional Services Bulletin

No. 14-2

Published August 18, 2014

ISTHA web site: www.illinoistollway.com



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

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SECTION 1: GENERAL INFORMATION

1.1 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. Professional Services Bulletin 14-2, including all Exhibits and forms, is available on the Tollway's website at <http://www.illinoistollway.com/doing-business/construction-engineering/professional-services-bulletin>. Additional information is also posted on the Illinois Procurement Bulletin at <http://www.purchase.state.il.us>. For instructions on accessing the Tollway website, PSB, and Exhibits please refer to the Table of Contents. Instruction on receiving procurement opportunities are included in the "Illinois Procurement Bulletin Notice" section of this PSB.

All questions related to this Professional Services Bulletin must be submitted electronically to the SOI Mailbox at SOIPSB.14-2@getipass.com 10 days prior to the submittal date of September 3, 2014. The subject line should read: PSB 14-2 Question. Answers will be addressed via an Addendum.

Please call if you need assistance: (630)241-6800, ext 3362.

1.2 FUTURE PROFESSIONAL SERVICES BULLETIN NOTIFICATIONS

To receive notification from the Illinois Tollway that a 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 Notification list send an email to lpierotti@getipass.com

Submit to: Ms. Lisa Pierotti, Contract Administrator II
OR - : lpierotti@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) _____

1.3 USEFUL LINKS FOR PSB 14-2

The Illinois Tollway - www.illinoistollway.com

Professional Service Bulletin - <http://www.illinoistollway.com/doing-business/construction-engineering/professional-services-bulletin>

Consultant Contract Forms (required forms for submittal) - <http://www.illinoistollway.com/doing-business/construction-engineering/consultant-contract-forms>

Consultant Invoicing Forms - <http://www.illinoistollway.com/doing-business/construction-engineering/consultant-invoicing-forms>

Mentor Protégé Program - <http://www.illinoistollway.com/doing-business/diversity-programs/mentor-protege-partnership-program>

Public Act 097-0895 - <http://www.ilga.gov/legislation/publicacts/97/097-0895.htm>

Illinois Procurement Bulletin - <http://www.purchase.state.il.us>

Illinois Procurement Gateway Frequently Asked Questions - <http://www2.illinois.gov/cpo/Pages/IPGFAQs.aspx>

Chief Procurement Office/Procurement Gateway – Vendor Registration - <https://ipg.vendorreg.com/>

State Board of Elections - <http://www.elections.state.il.us/BusinessRegistration/BerepSearchByBusiness.aspx>.

Illinois Department of Central Management Services – Travel Reimbursement Schedule - <http://www2.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx> -

National Institute of Standard Technology - <http://patapsco.nist.gov/amrl/home/index.asp>
<http://www.nist.gov/>

Illinois Department of Transportation - <http://www.idot.illinois.gov/>

City of Chicago Certification of Compliance - <https://chicago.mwdbe.com/FrontEnd/VendorSearchPublic.asp?TN=Chicago>

Illinois Department of Transportation Manual of Test Procedures for Materials - <http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Memorandums-&-Letters/Highways/Materials/Concrete/6-08.1minimumprivatelabrequirements.pdf>

1.4 ILLINOIS PROCUREMENT BULLETIN (IPB) NOTICE

To register in the Illinois Procurement Bulletin, please follow these instructions:

- Go to <http://www.purchase.state.il.us>
- Please direct questions regarding the registration process or the use of the IPB to email address: webmaster@purchase.state.il.us or the Procurement Help desk at (217) 299-0634.
- Eliminate paperwork by registering your Disclosures on the Illinois Procurement Gateway at: <https://ipg.vendorreg.com/>

1.5 CONSULTANT/SUBCONSULTANT CONFLICTS OF INTEREST WITHIN TOLLWAY PROJECTS

The Tollway has received questions regarding prime consultant and subconsultant conflicts of interest, specifically with regard to primes and their subconsultants who perform program management and project management services under the Program Management Office (PMO), Consulting Engineer (CE), Traffic Engineer (TE), Construction Corridor Management (CCM) and Design Corridor Management (DCM) contracts. The following applies:

Certain contracts require that a prime consultant cannot perform other services for the Tollway. Those contracts are the Consulting Engineer, Traffic Engineer and Program Management Office. Subconsultants working for these contracts can perform work on other Tollway projects provided that:

1. The subconsultant does not serve as the Tollway's project manager overseeing work done by that subconsultant firm on another Tollway contract - specifically if the subconsultant reviews progress reports and invoices of a contract that has that subconsultant as a part of the team.
2. The subconsultant does not review their own firm's work if that subconsultant firm is working on another Tollway contract.
3. Any other potential issue that a professional firm, professional individual or the Tollway reasonably determines is inappropriate.

For item 2 above, the prime consultant and subconsultant may resolve this conflict by documenting that another person that did not perform the original work being reviewed will be performing those reviews. For example, if a subconsultant has the responsibility of performing electrical lighting reviews for the prime consultant, and the subconsultant is also responsible for designing electrical lighting as a subconsultant on another Tollway contract, the prime consultant may substitute either another subconsultant or an employee of their own firm to review that contract's specific design submittal.

Prime consultants who have CCM and DCM contracts can work on other Tollway contracts. However, the prime firm and their subconsultants should not be in a position to review their own work. For example, a CCM may also have a Construction Management (CM) contract within their corridor. The CCM may have responsibility to perform documentation review of the CM firms within their corridor; however, the CCM should not perform documentation review on their own CM contract. The Tollway will ask another firm to perform that review.

This notice is not intended to create confusion; rather it is to request the use of common sense and professional judgment. As professional firms, it is known that you should not place your firm in an unfair advantage, and when you believe there may be an issue, to quickly inform your prime consultant so that appropriate steps can be taken to mitigate any such instance. This notice is not intended to address any potential conflicts of interest ruled upon by the Chief Procurement Officer and/or the Procurement Policy Board under the Illinois Procurement Code (30 Ill. Comp. Stat. 500).

1.6 EXCERPT FROM PROCUREMENT FROM PROCUREMENT REFORM BILL SENATE BILL 51 (Public Act 96-0795) AS REVISED BY TRAILER BILL 3576 (Public Act 96-0920) AND SUBSEQUENTLY SENATE BILL 2958 (Public Act 97-0895)

Beginning with Professional Services Bulletins advertised in 2013 or later, subcontract agreements are no longer required to be submitted upon execution of the contract. However, upon request, a copy of the subcontract must be submitted within fifteen (15) days after execution of the contract if selected, or after execution of the subcontract, whichever is later, for those subcontracts with an annual value of more than \$50,000. All subcontractors performing work with an annual value of \$50,000 or more must continue to provide the same certifications and disclosures as the Vendor makes as a condition of the contract.

Subconsultants:

- Subconsultants whose annual contract value exceeds \$50,000 must provide required Financial & Conflict of Interest Disclosures, as well as State Certifications if requested, to the selected Prime.
- Requires annual re-certification for multi-year contracts in accordance with the state’s fiscal year which begins July 1st.

Prohibited Bidders and Contractors

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

- They assist the agency by reviewing, drafting or with preparation of any:
 - Invitation for Bids;
 - Request for Proposal;
 - Request for Information; or
 - Provided similar assistance.

Unless requested by an employee of the State

(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 **and subsequently Public Act 97-0895**, is an essential part of the Illinois Tollway’s contracts.

Please refer to the hyperlink for more information: <http://www.ilga.gov/legislation/publicacts/97/097-0895.htm>

1.7 FINANCIAL INFORMATION

1.7.1 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
Project Staff at Tollway Facilities	2.5

- The 2.5 multiplier applies to contracts with personnel permanently assigned to a Tollway facility, such as the Central Administration Building (CA). The 2.5 multiplier does not pertain to personnel assigned to construction field offices for Phase III (Construction Management).

The Direct Labor Multiplier for specialty engineering services, such as Aerial Mapping and LiDAR, will be based upon the firm’s current overhead determined during contract negotiations.

1.7.2 Salary Caps and Personnel Compensation

Maximum Salary Cap for all Project Personnel is \$70 per hour.

Temporary personnel with Specialized Expertise

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 and as requested by the Tollway.

1.7.3 Estimated Construction Cost of Projects

The estimated construction cost of each project is presented in the following categories or may be specific to a project detail. This is 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
A	\$0M - \$ 10M
B	\$ 10M - \$ 25M
C	\$ 25M - \$ 50M
D	\$ 50M - \$ 75M
E	\$ 75M - \$100M
F	Over \$100M

1.7.4 Allowable Direct Costs

The Allowable Direct Cost and Allowable Direct Cost –Construction Inspection list was last updated October 01, 2013 and is available on the Tollway’s website.

(<http://www.illinoistollway.com/doing-business/construction-engineering/consultant-invoicing-forms>)

Website for State Reimbursement Rates

<http://www2.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>

Click on the “For Employees” tab and then on the “Travel Guide”.

For information on accessing the Tollway Website please refer to the Table of Contents.

1.8 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.

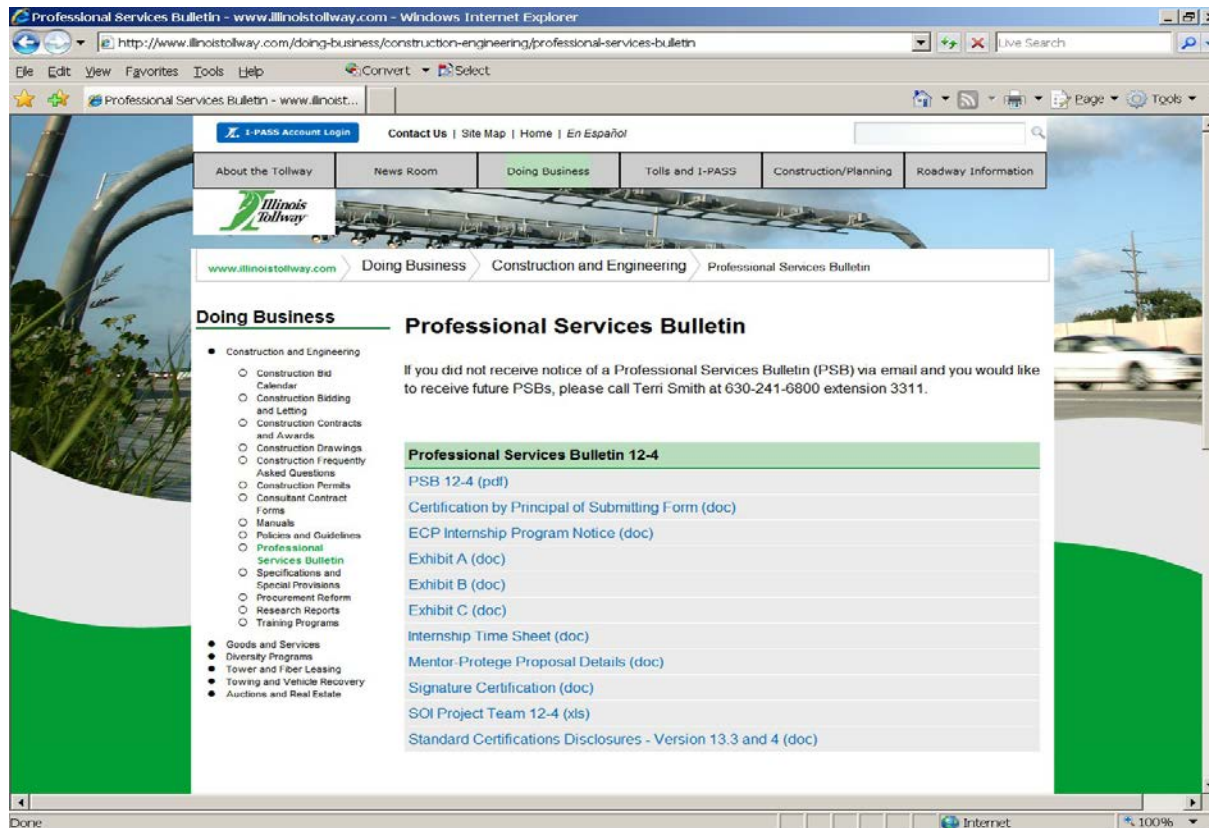
This policy will enable the Illinois Tollway to close its financial books both on time and accurately. In order to meet the requirements of Generally Accepted Accounting Principles and those of the Illinois Auditor General and external auditors, the Tollway must account for all of its expenditures for 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.

1.9 INFORMATION ON ACCESSING TOLLWAY WEBSITE

- Go to www.illinoistollway.com
- Click “Doing Business”
- From drop down menu, choose “Construction and Engineering”
- Middle of page click “Professional Services Bulletin”



1.10 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.14-2@getipass.com. Be sure to follow the “subject line” instructions Section 2.3, 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 3, 2014**, as indicated on the cover sheet. Statements of Interest are due no later than 4:30:00 P.M. CT. SOIs received after the due date **WILL NOT** be considered, including any partial submittals.

Q: We are proposing the services of a sub-consultant that is currently a subconsultant to the Tollway through another Prime. Do we need to submit the subconsultant’s current work obligation between the Tollway and the other Prime?

A. Only the Prime needs to submit their current work obligations with the Statement of Interest.

Q: Are subconsultants required to complete the Certification/Disclosure forms?

A. Known subconsultants whose annual contracts exceed \$50,000 SHALL separately complete and submit the Certification/Disclosure forms or IPG Registration to the Prime upon selection.

Certification/Disclosure forms for subconsultants whose annual contract value exceeds \$50,000, shall be submitted within 15 days of execution of the subcontract(s) by the Prime to the 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 that must be met by the prime firm, as well as the prequalification categories eligible to be met through a subconsultant.

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.

Q: Our firm has not had any business dealings with the State of Illinois and as a result we have not registered with the State Board of Elections. The Standard Certification forms request information regarding our registration status. Are we obligated to register at this time?

A. If selected, it is understood that the contract value will exceed the statutory registration amount of \$50,000; therefore, failure to have registered as a business entity with the State of Illinois Board of Elections prior to the submittal of your offer (Statement of Interest), will result in your firm being deemed non-responsive. You can go to the State Board of Elections Website listed below for more information:

<http://www.elections.state.il.us/BusinessRegistration/BerepSearchByBusiness.aspx>.

Q. What is the Illinois Procurement Gateway (IPG)?

A. The IPG is a web based system that serves as the primary location for entering, organizing, and reviewing vendor information. The IPG allows prospective vendors to provide disclosures, registrations, and other documentation needed to do business with a State agency or university in advance of any particular procurement. The State uses information submitted through the IPG to prequalify vendors in advance of submitting bids and offers for contracts. Upon satisfactory enrollment, vendors will receive a registration number that may be used in place of paper submission of required forms. To register on the IPG, visit: <https://ipg.vendorreg.com>

SECTION 2: STATEMENTS OF INTEREST INSTRUCTIONS AND SPECIAL PROVISIONS

2.1 INFORMATION

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 and all required Exhibits are also available on the Tollway's website at <http://www.illinoistollway.com/doing-business/construction-engineering/professional-services-bulletin>. For further information on accessing the Tollway Website, PSB, and Exhibits please refer to the Table of Contents.

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.14-2@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)

Please follow the detailed instructions that follow for responding to this PSB.

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 Subconsultants proposed.
- Familiarity of the firm and any proposed subconsultants 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.

Consideration will also be given to the quality and scope of DBE (Reference Section 2.8 for definition of "DBE"), VOSB/SDVOSBE and Mentor Protégé proposals.

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

2.2 GUIDELINES FOR SUBMITTING STATEMENTS OF INTEREST (SOI)

2.2.1 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 or as stated in the item description, unless the subconsultant is being mentored in the Mentor-Protégé Program. All pre- qualifications must be obtained no later than the final date established for the receipt of Statements of Interest for any items offered.

All Exhibits submitted for this PSB 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 Full Legal Firm Name, PSB Number, Item Number, and **all** known sub-consultants (Full Legal Firm Names).

TABLE OF CONTENTS

Include Section Number and Page Numbers

Section 1. Executive Summary (limit to 2 pages)

- A. Legal Name of firm, address, telephone number, e-mail address and contact person.
- B. List all known subconsultants, the work the firm(s) will be performing and a contact person for each. Identify any DBE's (Reference Section 2.8 for definition of DBE) and VOSB/SDVOSBE's. Include Mentor Protégé data if applicable.
- 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 DBE goal and VOSB/SDBOSBE goal as applicable for the item. Include the proposed percentage of work to be completed by proposed DBE and VOSB/SDVOSB firms (Percentages shall match those submitted with SOI Team Spreadsheet and Exhibit A).

Section 2. Organization Chart

Include names and titles for all Key Project Personnel

Section 3. Personnel:

Exhibit A: Proposed Staff

Please include Exhibit A as part of Section 3 and complete as follows:

- A. Include resumes for Key Project Personnel proposed for the project (Prime firm and subconsultants for those specific positions identified in the PSB item description). Resumes for each individual should not exceed two (2) pages and should include only relevant experience for the specific Item.
- B. List the Key Project Personnel to match the required prequalification categories and any additional personnel requirements designated in the Bulletin Items. (Include firm name if work is to be completed by a subconsultant.)
- C. QC/QA personnel must be different individuals than staff preparing the documents.
- D. Include the name of each proposed subconsultant and the category(ies) of work they will perform. If a DBE or VOSB/SDVOSBE goal is in the Bulletin Items, list the proposed DBE or VOSB/SDVOSBE subconsultants(s) including the percentage of work each firm will be performing. Complete the "Draft Plan to Achieve Diversity Goal" table with the relevant information.

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 Project Personnel Form

Exhibit D.

Firms must show the percentage of time that identified Key Project Personnel will be available to work on the project described in each Item. We request a Word document saved in .pdf format to be completed with the relevant information.

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. Color graphics and photographs may be sent with the e-mail files with the understanding that email 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 email. See instructions for electronic submittals.)

2.3 ELECTRONIC SUBMITTAL INSTRUCTIONS

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

2.3.1 General Instructions

- It is CRITICAL that submittal instructions be followed. All Forms, ESPECIALLY the SOI Team spreadsheet (SOITEAM.xls), must be submitted per the instructions provided. Failure to do so may result in an incomplete submittal resulting in your firm being disqualified. For further information on accessing the Tollway Website, PSB and Exhibits, please refer to the Table of Contents.
- All Statements of Interest to be submitted through the email system must use Adobe Acrobat 5.0 version or greater.
- Scanned images, color graphics, and photographs which are converted to Adobe Portable Document Files (PDF) can be very large. Therefore, we are discouraging the use of color graphics, photographs and company logo images in the SOI submittal. The Word and/or Excel documents available on the Tollway website are labeled as follows:

Exhibit A.doc
Exhibit B.doc
Exhibit C.doc = Will be submitted as WL.pdf
Exhibit D.doc
Certification by Principal.doc = PRN
Signature Certification.doc
Certification Disclosure Forms.doc = DS.pdf
SOITEAM Spreadsheet.xls = SOITEAM.xls
Exhibit E. Partnership-Mentor/Protégé Program
VOSB/SDVOSBE Utilization Plan and Letter of Intent

- Complete the Word documents and then convert them to Adobe .pdf for the submittal.
- Do not send zipped files. They will be rejected and cause your submittal to be disqualified.
- The size limitation on incoming emails is **7MB**. If you exceed this limit, you must separate the contents into multiple emails. Identify the number of emails being sent (i.e. 1 of 3) in the subject line. Please do not submit part of an Item in one email and another part in the next email. Only those Item submittals that exceed **7MB** should be submitted in more than one email.

2.3.2 Naming and Labeling Instructions

- All electronic submittals must be addressed to SOIPSB.14-2@getipass.com . You will receive an e-mail delivery receipt confirmation if submitted correctly.
- The Tollway requires electronic submittals for the Professional Services Bulletin's Statements of Interest via the established PSB mail box. All respondents must utilize a unique 2 to 6 character SOI Firm Name Code assigned by the Tollway.
- To determine the designated SOI Firm Name Code go to the Tollway's website under Doing Business>Construction and Engineering - see Joint Resources and click on the link to the Professional Services Bulletin page. The current SOI Firm Name Code List will be posted under the "Required Forms" section. If your firm is not included on the list, or your firm name has changed, please contact Lisa Pierotti at (630) 241-6800, extension 3362, for an assigned SOI Firm Name Code.
- When submitting "Partnership Mentor/Protégé" Team files, please use the Prime's 2-6 character SOI Firm Name Code. When submitting "Joint Venture" team files please, use the **new** SOI Firm Name Code assigned by the Tollway to the Joint Venture. The SOI Firm Code Name is exclusive to the electronic submittal – meaning it does not establish the name of the Joint Venture.
- All electronic submittals of your firm's emails subject lines MUST read: **SOIPSB14-2, SOI FIRM NAME CODE, ITEM (#'s)**. Any variation excluding SOIPSB14-2 from the subject line will result in your firm's submittal(s) being directed to a "SPAM FOLDER" which will automatically delete the email.

2.3.3 Instructions for Submitting the SOI Team Spreadsheet

- SOI email submittals must be received by September 3, 2014, 4:30:00 P.M. CT. Any emails or partial submittals received after that time will be considered late and your submittal will be deemed non-responsive.
- The Tollway requires an electronic submittal of the Statements of Interest, and a SOI Team spreadsheet (SOI Team: Prime and subconsultant PSB 14-2) that captures critical information used in the Selection Process. The instructions are as follows:
 - Vendors must obtain the SOI Team spreadsheet from the Tollway Website: Prime and subconsultant PSB 14-2 Spreadsheet.
 - The SOI Team Spreadsheet includes a separate worksheet for each Item advertised in the PSB. Vendors are required to complete the worksheet for each Item, completing all columns shown for the Prime Consultant, and for every subconsultant that is being proposed.
 - For each subconsultant, the Prime's full legal firm name must be entered in the first column. The worksheet is to be completed for each Item for which your firm is submitting a SOI; all other worksheets may be deleted before submitting to the Tollway.
 - The SOI Team Spreadsheet format cannot be altered – it contains imbedded formulas; do not cut and/or copy, link or paste any information. All information must be typed - not copied in. DO NOT ADD, or DELETE columns, or reformat the sheets or any setting in the cell (font/type). DO NOT MODIFY THE COLUMNS, ROWS AND/OR ANY CELLS. DO NOT skip rows when entering information; there should be no blanks between information. DO NOT write-protect your submissions. DO save your file with your cursor in cell **B3** and as an Excel 2010 file before submitting.
 - The SOI Team Spreadsheet is to be submitted only ONCE as a single Spreadsheet containing worksheets for only those item(s) for which a SOI has been submitted. **Do NOT send your spreadsheet as a .pdf file – it MUST be in the Excel format as provided.**

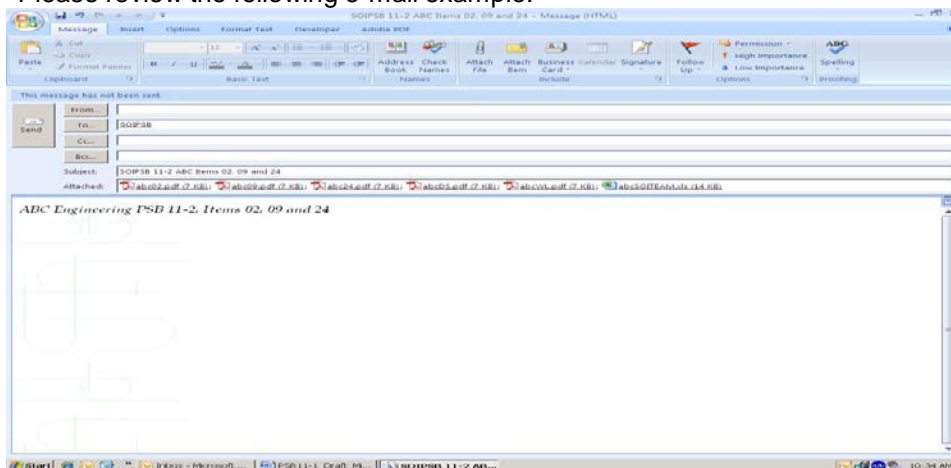
2.3.4 Instructions for Electronic Submittal

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

- The first line of your email shall indicate your Firm Name, PSB and Item Number(s) on which your firm is submitting. If submitting more than one email due to size, only reference the item numbers included with the email.
- The body of the email submittal must list the name and phone number of your firm's contact person.
- Each attachment must be labeled as indicated below:

- For each Item on which you are submitting, use your 2-6 character SOI Firm Name Code (this example = abc), immediately followed by the 2-digit Item Number (i.e., 01 through 99). (Example: abc02.pdf)
- For your firm's Certification by Principal use your 2-6 character SOI Firm Name Code, followed by PRN. (Example: abcPRN.pdf)
- For your firm's Disclosure Forms use your 2-6 character SOI Firm Name Code, followed by DS. (Example: abcDS.pdf). If your firm is registered on the IPG, include your IPG registration number in the body of your email.
- Disclosures submitted on behalf of a Joint Venture partnership should use the unique 2-6 character SOI Firm Name Code for each individual JV firm name followed by DS_JV. (Example: abcDS_JV.pdf, defDS_JV.pdf and ghiDS_JV.pdf). If the firms are registered on the IPG, include your IPG registration number in the body of your email.
- For your firm's Current Obligations (Exhibit C), use your 2-6 character SOI Firm Name Code, followed by WL. (Example: abcWL.pdf)
- For your firm's SOITEAM Spreadsheet, use your 2-6 character SOI Firm Name Code, followed by SOITEAM.xls. (For Joint Ventures the subject line of each should utilize the Joint Venture Firm Name code assigned by the Tollway. The Joint Venture lead will submit on behalf of the participating partners and identify the partner with a (JV) following their firm name in the work sheet.) (Example: abc_JVSOITEAM.xls)
- **DO NOT CONVERT THE SOITEAM SPREADSHEET INTO pdf.**
- Signatures must be scanned, then cut/copied and pasted into the appropriate signature blocks. The files (with the exception of SOITEAM) must then be converted to a PDF.

*Please review the following e-mail example:



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

- 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 within the submittal. Following Exhibit A, include resumes of key project personnel listed in Exhibit A. If Exhibit B is required, include next, followed by resumes of individuals listed on page 2 of Exhibit B.
 - abcPRN is the Certification by Principal. Only one copy of the Certification is required. If submitting as a Joint Venture, only the lead or managing partner must submit the PRN.
 - abcDS is the Disclosure Forms. Only one copy of the Disclosure Forms is required (unless you are submitting as a Joint Venture – if a Joint Venture, include a DS for each JV partner and name as abcDS_JV.pdf). The word file "Certification Disclosure Forms.doc" includes all certification forms, the Disclosure of Business Operations in Iran and the Delinquent Debt Form. If your firm is registered on the IPG, include your IPG registration number in your email.
 - abcWL is the Current Obligation Form (Exhibit C). Only one copy of the Current Obligations Form is required. The instructions shown on page one should not be included in your submittal.
 - abcSOITEAM.xls is the "SOI Team Prime and subconsultant PSB 14-2" Spreadsheet. Since the Spreadsheet contains a worksheet for each ITEM only one copy of the SOITEAM.xls file is required.

2.4 SUBMITTING A PROTEST

Vendors may submit a written protest to the Protest Review Office following the requirements of the Standard Procurement Rules. 44 ILL. ADMIN. CODE 1.5550, 4.5550, 6.420, & 8.150. For protests related to specifications, the Protest Review Office must physically receive the protest no later than 14 days after the solicitation or related addendum was posted to the Bulletin. For protests related to rejection of individual bids or awards, the protest must be received by close of business no later than 14 days after the protesting party knows or should have known of the facts giving rise to the protest. The Protest Review Office information is as follows:

Chief Procurement Office	Phone: (217) 558-3724
Attn: Protest Review Office	Facsimile: (217) 558-2164
401 S. Spring Street	Illinois Relay: (800) 526-0844
Suite 515 Stratton Office Building	
Springfield, IL 62706	

2.5 DISCLOSURES AND CERTIFICATIONS

The submittal shall contain either FORMS A or FORMS B. FORMS A section contains eight forms and shall be returned by Offerors that are not registered in the Illinois Procurement Gateway (IPG).

FORMS B contains three forms and is only returned by Offerors that have a current IPG registration number.

Forms A Section

Complete this section if you **are not using** an Illinois Procurement Gateway (IPG) Registration #

<http://www.illinoistollway.com/doing-business/construction-engineering/consultant-contract-forms>

Business and Directory Information	1.
Illinois Department of Human Rights Public Contracts Number	2.
Authorized to Do Business in Illinois	3.
Standard Certifications	4.
State Board of Elections.....	5.
Disclosure of Business Operations in Iran	6.
Financial Disclosures and Conflicts of Interest	7.
Taxpayer Identification Number.....	8.

Forms B Section

Complete this section only if you **are using** an IPG Registration #

<http://www.illinoistollway.com/doing-business/construction-engineering/consultant-contract-forms>

Illinois Procurement Gateway Registration #	1.
Certification Timely to this Solicitation	2.
Disclosures of Lobbyists and Contracts.....	3-4.

For Veteran Small Business Utilization Plan go to:

<http://www.illinoistollway.com/doing-business/construction-engineering/professional-services-bulletin>

2.6 SIGNATURE CERTIFICATION

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

I certify that I am the _____(enter title) of the firm _____(enter firm full legal name) 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 utilizing the identified Key and Support Personnel as submitted 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 use good faith efforts to meet the applicable DBE and VOSB/SDVOSBE goals committed to for this offer.

Our Team will implement the Tollway's Quality Program.

Our firm agrees to provide the State Purchasing Officer (SPO), a copy of any subcontract as identified with the offer within fifteen (15) days after execution of the contract if the request is made.

(Enter address):

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

Date _____ Signature_____

Print Name_____

2.7 MILE POSTS

The Mile Posts listed in the project detail (A pages) are approximate.

2.8 SCHEDULE FOR CONSULTANT SELECTION

Task	Date Due
Complete Statements of Interest (SOIs), including all required Attachments/Exhibits as specified in the PSB.	September 3, 2014
Consultant Selection	Week of September 22, 2014
Notify Consultants of Selection	Week of September 22, 2014
Final Proposal/Agreement Due from Selected Consultant	October 27, 2014
Board Approval – a copy of the subcontract agreement, if required, within fifteen (15) days after execution (generally the Notice to Proceed date) of the contract if selected, or after execution of the subcontract, whichever is later, for those business entities whose contracts with State agencies, in the aggregate, annually total more than \$50,000, must be submitted to the State Purchasing Officer (SPO) through the General Manager of Engineering at 2700 Ogden Ave., Downers Grove, IL 60515	November, 20, 2014
Notice to Proceed	January 09, 2015

2.9 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

The Tollway hereby notifies all respondents that it will affirmatively ensure that in any contract entered into pursuant to this solicitation, disadvantaged, minority, women-owned business and Small Business Administration (SBA) 8(a) enterprises are 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)), or in the County of Cook, Illinois M/WBE Program or in the Small Business Administration SBA 8(a) Program. A DBE is considered to have current certification if the firm is listed in the directory database of the pertinent certifying agency:

- IL UCP - Illinois Department of Transportation (IDOT)
- IL UCP - Chicago Transit Authority (CTA)
- IL UCP - PACE
- IL UCP - METRA
- IL UCP - City of Chicago
- Cook County
- Small Business Administration SBA 8(a)

Each DBE firm utilized must be listed in a certifying agency's database at the time of SOI submission to be considered acceptable. Please provide proof of certification (example: letter) with your SOI submittal (Certifications are to be included as attachments to Exhibit A – Proposed Key Staff).

You can view/print and download the most current listing of DBE firms at:

- IDOT's web site: <http://www.dot.state.il.us/ucp/ucp.html>.
- City of Chicago's web site: <https://chicago.mwdb.com/FrontEnd/VendorSearchPublic.asp>
- County of Cook, Illinois' web site: <https://cookcounty.diversitycompliance.com/FrontEnd/VendorSearchPublic.asp?XID=2768&TN=cookcounty>
- Small Business Administration's SBA 8(a) web site: http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm.

Illinois Tollway Disclaimer Statement: Disadvantaged Business Enterprises (DBE) Directory, City of Chicago or Cook County, Illinois Minority and Women-Owned Business (M/WBE) Directories, or Small Business Administration SBA 8(a) Directory

Firms listed in either the Illinois Unified Certification Program (IL UCP) Disadvantaged Business Enterprises 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. Firms listed in the County of Cook, Illinois M/WBE Directory have been certified as Minority or Women Owned Business Enterprises by the County of Cook, Illinois. Firms listed in the Small Business Administration SBA 8(a) Directory have been certified as SBA 8(a) business enterprises by the Small Business Administration.

The criteria, standards and procedures by which certification decisions are made can be obtained from any of the certifying agencies.

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 agency has determined, on the basis of information provided and the representations therein, that a business is a bona fide DBE. The certifying agency does not, as a result of any 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 certification 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 firm's listed work categories are eligible to be counted toward the fulfillment of DBE contract goals; and
- It is the responsibility of all vendors to:
 - a) Conduct their own investigation to determine the capability and capacity of the DBE firm(s) to satisfactorily perform the proposed work; and
 - b) Ensure the DBE firm(s) is currently certified. A DBE is considered to have current certification if the firm is listed in the directory database of the pertinent certifying agency.

These directories list the most current certified firms. If there are any questions concerning these directories, please contact the certifying agency.

2.10 PARTNERSHIP – MENTOR/PROTÉGÉ PROGRAM GUIDELINES

The Mentor Protégé Program and Documents have been updated effective June, 2014 and are available on the Tollway's Website at: <http://www.illinoistollway.com/doing-business/diversity-programs/mentor-protége-partnership-program> .

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

Lisa Pierotti Contract
Administrator II
Engineering Department
The Illinois Tollway
(630) 241-6800, extension 3362

2.11 STATE OF ILLINOIS VETERAN SMALL BUSINESS PARTICIPATION AND UTILIZATION PLAN

This solicitation includes a specific Veteran Small Business participation goal as specified in each Item detail based on the availability of CMS certified veteran-owned and service-disabled veteran-owned small business (VOSB/SDVOSB) vendors to perform or provide the anticipated services required by this solicitation. The Veteran Small Business participation goal is applicable as specified in each Item detail. In addition to the other award criteria established for this solicitation, the Tollway will award this contract to a Vendor that meets the goal or makes good faith efforts to meet the goal. Vendor must submit a Utilization Plan with its SOI. Refer to Section 5, Exhibits, for submittal instructions.

2.12 JOINT VENTURE AGREEMENT

The Joint Venture participants must clearly be identified with the Statement of Interest submittal and the Joint Venture shall be considered the Prime Consultant upon selection. Indicate whether the Joint Venture being entered into is a soft or hard partnership. The selection criteria for the Joint Venture will include the combined firm's prequalification categories, and the sum of the individual firm's work capacity and evaluation history.

The Tollway requires the Joint Venture 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 to be performed by each Joint Venture participant and its subcontractors must be clearly defined and leave no room for interpretation in the Statement of Interest. Each Joint Venture participant must make a substantial contribution to the performance of the work being completed by the Joint Venture. What is meant by substantial depends upon the number of participants in the Joint Venture, the professional qualifications of each participant, and the nature of the work being performed.

A Joint Venture Agreement, signed by all participants, **MUST** be submitted within ten (10) business days after contract negotiations and prior to Board award. The Joint Venture Agreement will clearly identify the Joint Venture participants, their percentage interest / share, as well as respective rights and responsibilities. The Joint Venture Agreement shall further designate a managing partner who will assume responsibility for invoicing. The Joint Venture may have no more than three participants. If entering into a hard (legal entity) Joint Venture, a separate legal entity name must be provided along with the new tax identification number.

Each Joint Venture participant shall procure and maintain separate insurance policies that meet the Tollway's insurance requirements. The Tollway's standard insurance requirements are set forth in the Consultant Agreement boiler plates (See Tollway website: <http://www.illinoistollway.com/doing-business/construction-engineering/consultant-contract-forms> under Doing Business>Construction and Engineering: Consultant Resources under Consultant Forms). Each Joint Venture participant will procure and maintain policies that meet the required Prime's level of coverage and shall indemnify the Joint Venture against claims arising from their performance under the Joint Venture, as well as agreeing to be joint and severally liable upon 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 prior to issuance of a Notice to Proceed.

Joint Venture Statement of Interest (SOI) submittal requirement overview:

- Designate a single point of contact who shall serve as the Joint Venture's primary contact with the Tollway.
- Indicate the firm responsible for each prequalification category.
- The Joint Venture managing partner shall submit outstanding work obligations, and Forms A or Forms B (as applicable) for the JV participants.
- Identify the firm responsible for invoicing.

- For Exhibit A, plus other required documents specified in the PSB, combine the information for all participating Joint Venture firms.
- Submit the Joint Venture Agreement within ten (10) days of contract negotiation and prior to Board award.

A firm planning to submit a Statement of Interest as a Joint Venture is required to contact the Tollway for a Joint Venture SOI Firm Name Code. Contact Lisa Pierotti via e-mail at lpierotti@getipass.com. The Joint Venture SOI Firm Name Code as provided by the Tollway is required to identify and process the submittal as a Joint Venture proposal.

Only the managing partner is required to fill out a SOITEAM.xls spreadsheet on behalf of the Joint Venture. It is imperative that the other Joint Venture participants do NOT submit a SOITEAM.xls spreadsheet for which they are not the managing partner. The managing partner is to clearly identify the

Joint Venture participants and subconsultants doing work for or in conjunction with the Joint Venture within the Joint Venture team SOITEAM.xls spreadsheet submittal.

Examples of a Joint Venture (JV) submittal:

Companies forming JV:

Company A
Company B
Company C

JV Firm Name Code as provided by the Tollway:

ABC_JV

JV participants naming parameters:

ABC_JV (Company A) "Managing Partner"
ABC_JV (Company B)
ABC_JV (Company C)

Subcontractors to the JV Managing Partner:

J. Smith Consulting (Company B)
F.J. Engineering (Company C)

Subcontractors to the JV participants:

G. Engineering (Company A)
Materials Inc. (Company A)
Surveying Services (Company B)
Jersey Consulting (Company B)
KL Services (Company C)
L MN Engineering (Company C)

When entering prime consultant or subconsultant information in the SOITEAM spreadsheet please follow the below instructions:

- Under the "Prime Consultant Firm Name" enter the JV Code name as provided by the Tollway followed by the actual firm name of the managing partner in parenthesis.
- Subconsultants (JV participants) to the Joint Venture are to be listed under "Subconsultant Firm Name" by identifying the JV Code Name followed by the actual firm name in parenthesis.
- Subconsultants to a JV participant are to be listed after the JV participant followed by the participating partner's name in parenthesis.

Note: When entering data into the SOITEAM.xls spreadsheet the following must be followed:

- Remove / delete the spreadsheet tabs for those items which you are not submitting on as the named JV.
- Submit one (1) SOITEAM.xls spreadsheet per Joint Venture entity (i.e. if you enter into more than one Joint Venture (different participants) you will need to submit a separate SOITEAM.xls spreadsheet for each. **Note:** not for each item but for each separate Joint Venture entity).
- When saving the SOITEAM.xls spreadsheet for submittal to the Tollway place the cursor in cell B3.
- Do not change formatting.
- Do not change tab colors.
- Do NOT cut and paste information.
- When entering Yes or No responses, responses are to be Yes or No not Y or N
- Ensure you enter the SOI information under the tab / item # you submitted your SOI for.
- Example: Don't enter information into the tab for item 1 / for item 8.
- When submitting the offer or submitting information to the Tollway please ensure you utilize the correct Joint Venture Code name as provided by the Tollway. Only the managing partner should be submitting PSB e-mails.
- Outstanding work obligations, certification and disclosure forms need to be submitted by the submitting firm on behalf of the each of the Joint venture participants.

Below is a sample of how the JV participants and sub contractors are to be entered and submitted within the SOITEAM.xls spreadsheet.

		Primary Contact Information	
Prime Consultant Firm Name	FEIN Number	Name	Phone Number
ABC_JV (Company A)	12#####	Brian Barnes	312-123-4567
For each Sub-Consultant enter Prime Consultant Firm Name	Sub-Consultant Firm Name	FEIN Number	Sub-Consultant Contact Person
ABC_JV (Company A)	ABC_JV (Company B)	2#####1	Ida Ingells
ABC_JV (Company A)	ABC_JV (Company C)	2#####1	Jerry James
ABC_JV (Company A)	G. Engineering (Company A)	34#####	Allan Adams
ABC_JV (Company A)	Materials Inc. (Company A)	3#####4	Greg Gardener
ABC_JV (Company A)	Surveying Services (Company B)	4#####3	Heidi Hey
ABC_JV (Company A)	Jersey Consulting (Company B)	56#####	Belinda Barnes
ABC_JV (Company A)	KL Services (Company C)	5#####6	Kenny Klinger
ABC_JV (Company A)	L MN Engineering (Company C)	6#####5	Lewis Light

2.13 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/doing-business/construction-engineering/professional-services-bulletin> 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. The SOI must be submitted in adobe.pdf format and labeled as described in the e-mail instructions. Use the SOI FIRM NAME CODE provided by the Tollway (see the SOI Firm Name List on the Tollway website) or contact the Tollway for an assigned SOI FIRM NAME CODE if not on the list or submitting as a Joint Venture.
- The Joint Venture submitting firm, must include outstanding work obligations, certification and disclosure forms on behalf of each of the participating Joint Venture firms.
- If the SOI identifies a Mentor-Protégé partnership, include Exhibit E, Mentor-Protégé Memorandum of Understanding, with your SOI.
- SOITEAM Spreadsheets should identify the Prime, subconsultant(s) and DBE and VOSB/SDVOSBE percentage breakdowns.
- Submit evidence of DBE and VOSB/SDVOSBE certification from acceptable agencies as an attachment to Exhibit A.
- Exhibit A: Proposed “key” project personnel 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 current work obligations in dollars.
- Exhibit D: Availability of Key Project Personnel (must include Key personnel as identified in the item detail – list both Prime and subconsultant). Submit as a .pdf document included within the SOI.
- Exhibit E: Include DBE commitment and percentage breakdowns in both the SOI.pdf via Exhibit A and SOITEAM Excel spreadsheet. Percentages must match.
- Submit the State of Illinois Veteran Small Business Participation and Utilization Plan and Letter of Intent.
- Forms A or Forms B Certification/Disclosure Forms (version 14.1) for the Primes must be submitted.
- Political Contributions are subject to Public Act 95-0971 – Primes MUST be registered with the Illinois Board of Elections prior to the submittal of the offer (Statement of Interest). A copy of the registration certificate is requested with the 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 Section 2.3 E-mail instructions when submitting your SOI.
- SOI submittals must be received between August 18, 2014 and September 3, 2014 no later than 4:30:00 P.M. CT. Sending the SOI just before 4:30 P.M. does not guarantee that it will be received by 4:30:00 P.M.
- Ensure you submit under your firm's full, legal name.

NOTE:

- 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.
- Refer to Section 5 Exhibits for Exhibits that are required to be submitted by the **Prime Consultant only**. (Please see "Notices" regarding "Joint Venture" submissions.)
- See Section 2.5 for instructions on submitting Certification/Disclosure forms that must be completed and submitted by the Prime with the offer. Once the Prime is notified of selection, any sub-consultant whose contracts with State agencies, in the aggregate, annually total more than \$50,000 is required to complete and submit the Certification/Disclosure forms in Adobe Acrobat® .pdf file format to the Prime. The Prime will in turn submit the Certification/Disclosures to the State Purchasing Officer (SPO) through the General Manager of Engineering at 2700 Ogden Ave., Downers Grove, IL 60515.

All forms are available on the Tollway website: <http://www.illinoistollway.com/doing-business/construction-engineering/professional-services-bulletin>

2.14 PSB 14-2 COMPLIANCE MATRIX

This table lists the “must / shall / required” statements that MUST be addressed in your proposal. Failure to comply shall cause your offer to be rejected as non-responsive.

PSB Reference	Must / Shall / Requirement
SECTION 1 - 1.10 Frequently Asked Questions	As stated in the Electronic Submittal Instructions, all electronic submittals must be addressed to SOIPSB.14-2@getipass.com .
SECTION 2 - 2.3 Electronic Submittal Instructions - 2.3.2 Naming and Labeling Instructions	All electronic submittals must be addressed to SOIPSB.14-2@getipass.com .
SECTION 2 – 2.2 Guidelines for Submitting Statements of Interest (SOI) – 2.2.1 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. <u>Any consultant, prime or sub must be prequalified by IDOT in the category of work they are performing or as stated in the item description, unless the subconsultant is being mentored in the Mentor-Protégé Program.</u> All pre- qualifications must be obtained no later than the final date established for the receipt of Statements of Interest for any items offered.
SECTION 2 – 2.2 Guidelines for Submitting Statements of Interest (SOI) – 2.2.1 Required Format for Submitting Statements of Interest	All Exhibits must be current.
SECTION 2 – 2.2 Guidelines for Submitting Statements of Interest (SOI) – 2.2.1 Required Format for Submitting Statements of Interest	Current Obligations of Work (This form must be submitted in a separate email if submitting electronically. See instructions for electronic submittals.)
SECTION 2 – 2.3 Electronic Submittal Instructions – 2.3.1 General Instructions	All Forms, ESPECIALLY the SOI Team spreadsheet (SOITEAM.xls) must be submitted per the instructions provided.
SECTION 2 – 2.3 Electronic Submittal Instructions – 2.3.2 Naming and Labeling Instructions	The Tollway requires electronic submittals for the Professional Services Bulletin’s Statements of Interest via the established PSB mail box.
SECTION 2 – 2.3 Electronic Submittal Instructions – 2.3.3 Instructions for Submitting the SOI Team Spreadsheet	The Tollway requires an electronic submittal of the Statements of Interest, and a SOI Team spreadsheet (SOI Team: Prime and subconsultant PSB 14-2) that captures critical information used in the Selection Process.
SECTION 2 – 2.3 Electronic Submittal Instructions – 2.3.2 Naming and Labeling Instructions	All electronic submittals of your firm’s emails subject lines MUST read: SOIPSB14-2, SOI FIRM NAME CODE, ITEM (#’s).
SECTION 2 – 2.3 Electronic Submittal Instructions – 2.3.2 Naming and Labeling Instructions	All respondents to the Illinois Tollway Bulletin must utilize a unique 2 to 6 character SOI Firm Name Code assigned by the Tollway.

SECTION 2 – 2.3 Electronic Submittal Instructions – 2.3.3 Instructions for Submitting the SOI Team Spreadsheet	SOI email submittals must be received by September 3, 2014 , 4:30:00 P.M. CT. Any emails or partial submittals received after that time will be considered late and your submittal will be deemed non-responsive.
SECTION 2 – 2.3 Electronic Submittal Instructions – 2.3.3 Instructions for Submitting the SOI Team Spreadsheet	SOI submittals must be received between August 18, 2014 and September 3, 2014 no later than 4:30:00 P.M. CT.
SECTION 2 – 2.3 Electronic Submittal Instructions – 2.3.3 Instructions for Submitting the SOI Team Spreadsheet	Offerers are required to complete the worksheet for each Item, completing all columns shown for the Prime Consultant, and for every subconsultant that is being proposed.
SECTION 2 – 2.3 Electronic Submittal Instructions – 2.3.3 Instructions for Submitting the SOI Team Spreadsheet	Vendors must obtain the SOI Team spreadsheet from the Tollway Website: Prime and subconsultant PSB 14-2 Spreadsheet.
SECTION 2 – 2.3 Electronic Submittal Instructions – 2.3.3 Instructions for Submitting the SOI Team Spreadsheet	Do NOT send your spreadsheet as a .pdf file – it MUST be in the Excel format as provided.
SECTION 2 – 2.3 Electronic Submittal Instructions – 2.3.4 Instructions for Electronic Submittal	Each attachment must be labeled as indicated below. <ul style="list-style-type: none"> • abc02, abc09 and abc24 are the Statements of Interest for the submitted Items and must include Exhibit A within the submittal. 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. If submitting as a Joint Venture, only the lead or managing partner must submit the PRN. • abcDS is the Disclosure Forms. Only one copy of the Disclosure Forms is required. If your firm is registered on the IPG, include your IPG registration number in your email. • abcWL is the Current Obligations Form (Exhibit C). Only one copy of the Current Form is required. • abcSOITEAM.xls is the “SOI Team Prime and subconsultant PSB 14-2” Spreadsheet. Since the Spreadsheet contains a worksheet for each ITEM, only one copy of the SOITEAM.xls file is required.
SECTION 2 – 2.5 Disclosures and Certifications	The submittal shall contain either FORMS A or FORMS B
SECTION 2 – 2.8 Schedule for Consultant Selection	Statements of Interest (SOIs) due from Consultants – Standard Disclosures required from Respondent. Due date: September 3, 2014

SECTION 2 – 2.9 Disadvantaged, Minority, Women Owned Business Enterprise (D/M/WBE) Participation	<p>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)), or in the County of Cook, Illinois M/WBE Program or in the Small Business Administration SBA 8(a) Program. A DBE is considered to have current certification if the firm is listed in the directory database of the pertinent certifying agency:</p> <ul style="list-style-type: none"> • IL UCP - Illinois Department of Transportation (IDOT) • IL UCP - Chicago Transit Authority (CTA) • IL UCP - PACE • IL UCP - METRA • IL UCP - City of Chicago • Cook County • Small Business Administration SBA 8(a) <p>Each DBE firm utilized must be listed in a certifying agency's database at the time of SOI submission to be considered acceptable.</p>
SECTION 2 – 2.13 Professional Services Bulletin (PSB) Submittal Check List	Exhibit D: Availability of Key Project Personnel (must include Key personnel as identified in the item detail – list both Prime and subconsultant). Submit as a .pdf document included within the SOI.
SECTION 2 – 2.13 Professional Services Bulletin (PSB) Submittal Check List	Primes MUST be registered with the Illinois Board of Elections prior to the submittal of the offer (Statement of Interest).
SECTION 2 – 2.13 Professional Services Bulletin (PSB) Submittal Check List	Forms A or Forms B Certification/Disclosure Forms (version 14.1) for the Primes must be submitted.
SECTION 3 – 3.3 Professional Service Bulletin No. 14-2 Item Detail - Item 1, Item 2, Item 3, Item 4	Key personnel listed on Exhibit A for this project must include: (see individual Items)
SECTION 3 – 3.3 Professional Service Bulletin No. 14-2 Item Detail - Item 1, Item 2, Item 3, Item 4	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 or Architect)
SECTION 3 – 3.3 Professional Service Bulletin No. 14-2 Item Detail - Item 1	The person who will be responsible for site design related issues (must be an Illinois Licensed Professional Engineer).
SECTION 3 – 3.3 Professional Service Bulletin No. 14-2 Item Detail - Item 1	The person who will be responsible for the design and documentation of the LEED credits related to the Civil Engineering. (must be a LEED Accredited Professional)
SECTION 3 – 3.3 Professional Service Bulletin No. 14-2 Item Detail - Item 2, Item 4	The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate.
SECTION 4 – 4.4 Clarification of Quality Control / Quality Assurance Requirements	<p>Complete Exhibit A as follows:</p> <p>a) List the required key personnel to match required prequalification categories and any additional personnel requirements designated in the project solicitation. Include firm name if work is to be completed by a sub-consultant.</p> <p>b) QC/QA personnel must be different individuals than those preparing the documents.</p>
SECTION 5 – State of Illinois Veteran Small Business Participation and Utilization Plan	At the time of submittal of Statement of Interest, Vendor, or Vendor's proposed Subconsultant, must be certified with CMS as a VOSB or SDVOSB.

The following additional requirements are applicable to Joint Ventures	
SECTION 2 – 2.12 Joint Venture Agreement	The Joint Venture participants must clearly be identified with the Statement of Interest submittal and the Joint Venture shall be considered the Prime Consultant upon selection.
SECTION 2 – 2.12 Joint Venture Agreement	The Joint Venture Agreement shall further designate a managing partner who will assume responsibility for invoicing.
SECTION 2 – 2.12 Joint Venture Agreement	The scope of work to be performed by each Joint Venture participant and its subcontractors must be clearly defined and leave no room for interpretation in the Statement of Interest.
SECTION 2 – 2.12 Joint Venture Agreement	Each Joint Venture participant must make a substantial contribution to the performance of the work being completed by the Joint Venture.
SECTION 2 – 2.12 Joint Venture Agreement	The Joint Venture managing partner shall submit outstanding work obligations, and Forms A or Forms B (as applicable) for the JV participants.
SECTION 2 – 2.12 Joint Venture Agreement	If entering into a hard (legal entity) Joint Venture, a separate legal entity name must be provided along with the new tax identification number.
SECTION 2 – 2.12 Joint Venture Agreement	The Tollway requires the Joint Venture to perform no less than 40% of the work, meaning the Joint Venture cannot subcontract more than 60% of the project work.
SECTION 2 – 2.12 Joint Venture Agreement	A firm planning to submit a Statement of Interest as a Joint Venture is required to contact the Tollway for a Joint Venture SOI Firm Name Code. The Joint Venture SOI Firm Name Code as provided by the Tollway is required to identify and process the submittal as a Joint Venture proposal.
SECTION 2 – 2.12 Joint Venture Agreement	Only the managing partner is required to fill out a SOITEAM.xls spreadsheet on behalf of the Joint Venture.
SECTION 2 – 2.13 Professional Services Bulletin (PSB) Submittal Check List	The Joint Venture submitting firm, must include outstanding work obligations, certification and disclosure forms on behalf of each of the participating Joint Venture firms.

SECTION 3: PROFESSIONAL SERVICES ITEMS

3.1 Professional Services Bulletin No. 14-2 Item Index

Item No.	Project No. / County	Description	Page No.
1	RR-14-4199 Systemwide	Maintenance Facilities, Site Plans and Design Upon Request. On-call and as-needed Phase II Engineering Services.	A-3
2	RR-14-4200 Systemwide	Maintenance Facilities, Construction Management Upon Request. On-call and as-needed Construction Management Services.	A-4-6
3	RR-14-4201 Systemwide	Maintenance Facilities, Construction Management Upon Request. On-call and as-needed Construction Management Services.	A-7-9
4	RR-14-4202 Systemwide	Maintenance Facilities, Maintenance Site Reconstruction. Construction Management Services.	A-10-11

3.2 Professional Services Bulletin No. 14-2 Item Detail

Details follow for each of the four (4) PSB 14-2 items.

1. RR-14-4199, Maintenance Facilities, Site Plans and Design Upon Request

This project has a 20% DBE participation goal and 0.5% VOSB/SDVOSBE participation goal.

Phase II engineering services are required for work tasks that may include preparation of contract plans and other technical services as directed by the Tollway. Typical tasks will include projects that are required for the Tollway system, and may include, but not be limited to:

1. Construction contract documents (Plans, Special Provisions and Estimate) for the site improvements for the M-8 Maintenance Facility on the Ronald Reagan Memorial Tollway.
2. Construction contract documents (Plans, Special Provisions and Estimate) for the site improvements for the Maintenance Facility on the Elgin O'Hare Western Bypass.
3. On call and as- needed work.

The upper limit of compensation will be set at \$600,000 to be authorized for use as individual projects are needed.

Under a separate contract, the Tollway has retained a Design Architect to develop a Master Plan for new Maintenance Facilities along its Tollway network. The Design Architect has performed site investigations for potential environmental remediation, proposed location of facilities, site ingress and egress, utilities, and other appurtenances. The Design Architect has developed a Schematic Design level site plan and construction documents (working drawings and specifications) for the maintenance building and any other buildings on the site. The successful firm will utilize the Design Architect's site and building plans in performing their work.

The work generally encompasses site plan preparation and shall include but not be limited to the following:

1. Site layout based on Design Architect's Schematic Site Plan.
2. Maintenance facility site ingress and egress based on Design Architect's Schematic Site Plan.
3. Pavement reconstruction.
4. Stormwater management.
5. Underground fuel storage tank and fuel island reconstruction.
6. Provide the design of appropriate landscape and soil erosion/sedimentation control measures as necessary in accordance with the Tollway's Erosion and Sediment Control, Landscape Design Criteria Manual and the Design Architect's Schematic Site Plan.
7. Provide Phase II (design) engineering for identified detention ponds, bio-swales or Best Management Practices (BMPs) and Design Architect's LEED Strategy Checklist.
8. Provide pavement markings, and signage for the contract limits.
9. Provide site lighting and calculations based on Design Architect's Schematic Site Plan.
10. Provide construction staging to ensure continued operation of the facility during construction based on Design Architect's Schematic Site Plan. Provide maintenance of traffic plans including those for impacts to local facilities.
11. Protection and / or relocation of utilities.
12. Provide environmental mitigation and management of contaminated materials based on provided soil borings and environmental assessment of the site.
13. Coordinate and be responsible for all project site-related permits and approvals from authorities having jurisdiction.
14. Incorporate Design Architect's building(s) footprints onto Consultant's construction documents.
15. Incorporate Design Architect's Building Construction Cost Estimates into a total project construction cost estimate.
16. Assist the Tollway in the analysis and selection of successful contractor.
17. All other appurtenant and miscellaneous items.

The Following documents will be provided to the successful firm:

1. Master Site Plan to a level of schematic design will be available at the commencement of the work
2. Building architectural plans to a level of construction documents will be developed simultaneously with the work

3. Building MEP plans to a level of construction documents will be developed simultaneously with the work
4. Topographic survey
5. Subsurface geotechnical investigation report
6. Environmental site assessment report
7. Barrier Warrant Analysis
8. LEED Checklist

Construction estimate: Each Maintenance Facility site is estimated to be Category B.

The consultant team must demonstrate required experience in the preparation of civil site plans by satisfying one of the following.

- Prequalification by the Capital Development Board (CDB) in Civil Engineering
- Prequalification by IDOT in Highways (Roads and Streets)
- A minimum of five (5) years of relevant experience

Complete the “Demonstrated Experience / Prequalification” form, and include it with the pdf SOI submittal.

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 or Architect).
- The person who will be responsible for site design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for the design and documentation of the LEED credits related to the Civil Engineering (must be a LEED Accredited Professional).

Schedule: The start of design is anticipated for spring 2015, and effort is anticipated to continue through 2021.

The Consultant must submit their final construction documents in MicroStation. 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 (e-Builder). 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.

Demonstrated Experience / Prequalification: Item 1

The consultant team demonstrates its required experience in the preparation of civil site plans by satisfying (check the applicable box)

- Prequalification by the Capital Development Board (CDB) in Civil Engineering
- Prequalification by IDOT in Highways (Roads and Streets)
- A minimum of five (5) years of relevant experience (Complete the below table, citing at least three (3) examples of relevant experience)

1. Name of Project 2. Total Project Amount 3. Your Firm's Contract Amount 4. Project Completion Date 5. Description of Project	1. Your firm's Role 2. Type of Project 3. Specific Project Involvement	1. Name of Project Owner 2. Complete Mailing Address 3. Name of Contact Person 4. Phone Numbers 5. Email Address	1. Name of Architect/Engineer 2. Complete Mailing Address 3. Name of Contact Person 4. Phone Numbers 5. Email Address	1. Name of Trade Contractor 2. Complete Mailing Address 3. Name of Contact Person 4. Phone Numbers 5. Email Address

2. RR-14-4200, Maintenance Facilities, Construction Management Upon Request

This project has a 20% DBE participation goal and 0.5% VOSB/SDVOSBE participation goal.

Phase III engineering services are required for the construction inspection, supervision and material testing at selected locations on the Tollway System for Maintenance facility rehabilitation contracts. Other work tasks may include, but not limited to, 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. The Tollway is seeking a Consultant with experience in building and/ or vertical construction and is knowledgeable in the delivery methods for this type of construction. Work orders under the blanket agreement will be negotiated and authorized by the Tollway on an as-needed basis. Typical tasks will include projects that are required for the Tollway system, and may include, but not be limited to:

1. M-2 Maintenance Facility Rehabilitation: Hillside, Illinois.
2. M-14 Maintenance Facility Rehabilitation: Downers Grove, Illinois.
3. On call and as- needed work.

The upper limit of compensation will be set at \$600,000 to be authorized for use as individual projects are needed.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiation meeting, the prime Consultant and the subconsultant(s) will disclose all previous involvement in the Tollway as well as current relationships with contractors.

The Consultant shall 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.

The consultant team must demonstrate required experience in construction management by satisfying one of the following.

- Prequalification by the Capital Development Board (CDB) in Construction Management
- Prequalification by IDOT in Special Services (Construction Inspection), Special Services (Electrical), Special Services (Mechanical), and Special Services (Architecture)
- A minimum of five (5) years of relevant experience in Construction Management

Complete the "Demonstrated Experience / Prequalification" form, and include it with the pdf SOI submittal.

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

- The person who will assume duties as Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer or Architect).
- The person who will assume the duties of the Resident Engineer who will be on-site and oversee the MEP+FP, Architectural, Structural, Civil and LEED contractors activities. (Illinois Licensed Professional Engineer or Architect is preferred)
- The person who will assume the duties of a Materials Coordinator who will be responsible for coordination of all material testing and testing requirements.
- 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 Project Controls Engineer who will be responsible for Coordinating and managing cost, schedule, change orders and phasing activities.

Construction estimate: Category A

Schedule: Construction for this project is anticipated to start in Spring 2015, and effort is anticipated to continue through 2021.

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

The Consultant must have Primavera Project Management P6 capabilities.

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.

Demonstrated Experience / Prequalification: Item 2

The consultant team demonstrates its required experience in in Construction Management by satisfying (check the applicable box)

- Prequalification by the Capital Development Board (CDB) in Construction Management
- Prequalification by IDOT in Special Services (Construction Inspection), Special Services (Electrical), Special Services (Mechanical), and Special Services (Architecture)
- A minimum of five (5) years of relevant experience in Construction Management (Complete the below table, siting at least three (3) examples of relevant experience)

1. Name of Project 2. Total Project Amount 3. Your Firm's Contract Amount 4. Project Completion Date 5. Description of Project	1. Your firm's Role 2. Type of Project 3. Specific Project Involvement	1. Name of Project Owner 2. Complete Mailing Address 3. Name of Contact Person 4. Phone Numbers 5. Email Address	1. Name of Architect/Engineer 2. Complete Mailing Address 3. Name of Contact Person 4. Phone Numbers 5. Email Address	1. Name of Trade Contractor 2. Complete Mailing Address 3. Name of Contact Person 4. Phone Numbers 5. Email Address

3. RR-14-4201, Maintenance Facilities, Construction Management Upon Request

This project has a 20% DBE participation goal and 0.5% VOSB/SDVOSBE participation goal.

Phase III engineering services are required for the construction inspection, supervision and material testing at selected locations on the Tollway System for Maintenance facility rehabilitation contracts. Other work tasks may include, but not limited to, 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. The Tollway is seeking a Consultant with experience in building and/ or vertical construction and is knowledgeable in the delivery methods for this type of construction. Work orders under the blanket agreement will be negotiated and authorized by the Tollway on an as-needed basis. Typical tasks will include projects that are required for the Tollway system, and may include, but not be limited to:

1. M-11 Maintenance Facility Rehabilitation: DeKalb, Illinois.
2. M-12 Maintenance Facility Rehabilitation: Dixon, Illinois.
3. On call and as- needed work.

The upper limit of compensation will be set at \$600,000 to be authorized for use as individual projects are needed.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiation meeting, the prime Consultant and the subconsultant(s) will disclose all previous involvement in the Tollway as well as current relationships with contractors.

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.

The consultant team must demonstrate required experience in construction management by satisfying one of the following.

- Prequalification by the Capital Development Board (CDB) in Construction Management
- Prequalification by IDOT in Special Services (Construction Inspection), Special Services (Electrical), Special Services (Mechanical), and Special Services (Architecture)
- A minimum of five (5) years of relevant experience in Construction Management

Complete the "Demonstrated Experience / Prequalification" form, and include it with the pdf SOI submittal.

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

- The person who will assume duties as Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer or Architect).
- The person who will assume the duties of the Resident Engineer who will be on-site and oversee the MEP+FP, Architectural, Structural, Civil and LEED contractors activities. (Illinois Licensed Professional Engineer or Architect is preferred)
- The person who will assume the duties of a Materials Coordinator who will be responsible for coordination of all material testing and testing requirements.
- 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 Project Controls Engineer who will be responsible for Coordinating and managing cost, schedule, change orders and phasing activities.

Construction estimate: Category A

Schedule: Construction for this project is anticipated to start in Spring 2015, and effort is anticipated to continue through 2021.

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

The Consultant must have Primavera Project Management P6 capabilities.

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.

Demonstrated Experience / Prequalification: Item 3

The consultant team demonstrates its required experience in in Construction Management by satisfying (check the applicable box)

- Prequalification by the Capital Development Board (CDB) in Construction Management
- Prequalification by IDOT in Special Services (Construction Inspection), Special Services (Electrical), Special Services (Mechanical), and Special Services (Architecture)
- A minimum of five (5) years of relevant experience in Construction Management (Complete the below table, siting at least three (3) examples of relevant experience)

1. Name of Project 2. Total Project Amount 3. Your Firm's Contract Amount 4. Project Completion Date 5. Description of Project	1. Your firm's Role 2. Type of Project 3. Specific Project Involvement	1. Name of Project Owner 2. Complete Mailing Address 3. Name of Contact Person 4. Phone Numbers 5. Email Address	1. Name of Architect/Engineer 2. Complete Mailing Address 3. Name of Contact Person 4. Phone Numbers 5. Email Address	1. Name of Trade Contractor 2. Complete Mailing Address 3. Name of Contact Person 4. Phone Numbers 5. Email Address

4. RR-14-4202, Maintenance Facilities, Maintenance Site Reconstruction

This project has a 20% DBE participation goal and 0.5% VOSB/SDVOSBE participation goal.

Phase III engineering services (construction management services) are required for a Maintenance Facility reconstruction on the Tollway. The Tollway is seeking a Consultant with experience in building and/ or vertical construction and is knowledgeable in the delivery methods for this type of construction.

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.

The consultant team must demonstrate required experience in construction management by satisfying one of the following.

- Prequalification by the Capital Development Board (CDB) in Construction Management
- Prequalification by IDOT in Special Services (Construction Inspection), Special Services (Electrical), Special Services (Mechanical), and Special Services (Architecture)
- A minimum of five (5) years of relevant experience in Construction Management. Complete the "Demonstrated Experience / Prequalification" form, and include it with the pdf SOI submittal.

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

- The person who will assume duties as Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer or Architect).
- The person who will assume the duties of the Resident Engineer who will be on-site and oversee the MEP+FP, Architectural, Structural, Civil and LEED contractors activities. (Illinois Licensed Professional Engineer or Architect is preferred)
- The person who will assume the duties of a Materials Coordinator who will be responsible for coordination of all material testing and testing requirements.
- 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 Project Controls Engineer who will be responsible for Coordinating and managing cost, schedule, change orders and phasing activities.

Construction estimate: Category B

Schedule: Construction for this work has not been scheduled, but is anticipated to start in 2016, and effort is anticipated to continue through 2021.

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

The Consultant must have Primavera Project Management P6 capabilities.

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.

Demonstrated Experience / Prequalification: Item 4

The consultant team demonstrates its required experience in in Construction Management by satisfying (check the applicable box)

- Prequalification by the Capital Development Board (CDB) in Construction Management
- Prequalification by IDOT in Special Services (Construction Inspection), Special Services (Electrical), Special Services (Mechanical), and Special Services (Architecture)
- A minimum of five (5) years of relevant experience in Construction Management (Complete the below table, siting at least three (3) examples of relevant experience)

1. Name of Project 2. Total Project Amount 3. Your Firm's Contract Amount 4. Project Completion Date 5. Description of Project	1. Your firm's Role 2. Type of Project 3. Specific Project Involvement	1. Name of Project Owner 2. Complete Mailing Address 3. Name of Contact Person 4. Phone Numbers 5. Email Address	1. Name of Architect/Engineer 2. Complete Mailing Address 3. Name of Contact Person 4. Phone Numbers 5. Email Address	1. Name of Trade Contractor 2. Complete Mailing Address 3. Name of Contact Person 4. Phone Numbers 5. Email Address

SECTION 4: NOTICES

4.1 PHASE III: CONSTRUCTION ENGINEERING SERVICES

The following applies to all Phase III Engineering service items.

After the Consultant has been selected, the Construction Manager (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 Subconsultant. The CQP shall include periodic verification by an independent qualified Subconsultant 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 sample 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 scheduled 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. <http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Memorandums-&-Letters/Highways/Materials/Concrete/6-08.1minimumprivatelabrequirements.pdf>

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 the 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.

4.2 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 soil 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

4.3 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 sample 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 scheduled 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.
<http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Memorandums-&-Letters/Highways/Materials/Concrete/6-08.1minimumprivatelabrequirements.pdf>
- 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 description of the prequalification categories, the SEFC, and the BMPR Policy Memo may be viewed or downloaded from the IDOT Internet Site: <http://www.idot.illinois.gov/>

Information about the AAP accreditation and AMRL programs may be found on the AMRL Web Site: <http://www.nist.gov/>

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

4.4 CLARIFICATION OF QUALITY CONTROL/QUALITY ASSURANCE 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 shall 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 solicitations.

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 solicitation. 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.

SECTION 5: EXHIBITS

Exhibit A – Proposed Staff

PSB# _____ Item# _____

Please provide the information for the following Key Project Personnel, (Key Project Personnel are defined as those specific positions identified in the PSB item description and are subject to approval by the Tollway if they change during contract performance), including the staff from the Sub Consultants. The personnel named in Exhibit A must also be listed on Exhibit D: Availability of Key Project Personnel.

Project Manager :

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 _____

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 _____

Project Engineer :

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 _____

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 Subconsultant 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 Subconsultant list firm name also.

Attach resumes for Key Project Personnel.

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

		Total Project Staff

Exhibit A – Proposed Staff

PSB# _____ Item# _____

Firm will complete project within estimated time listed in the project advertisement. Yes No

If **Yes**, provide completion date and/or number of months. _____

If **No**, explain:

Exhibit A

Exhibit A – Proposed Key Staff PSB# _____ Item# _____

Plan to Achieve Diversity Goal

Sub-consultant(s) Firm Name	DBE	WBE	MBE	SBA 8(a)	VOSB / SDVOSB	Ethnicity	Gender	Work Category	%	Mentor Protégé	Joint Venture
Click here to enter text.	Choose an item	Choose an item	Choose an item	Choose an item.	<input type="checkbox"/> CMS – IL Certified	Choose an item	Choose an item.	Click here to enter text.	0.00%	Choose an item.	Choose an item.
Click here to enter text.	Choose an item	Choose an item.	Choose an item.	Choose an item.	<input type="checkbox"/> CMS – IL Certified	Choose an item	Choose an item.	Click here to enter text.	0.00%	Choose an item.	Choose an item.
Click here to enter text.	Choose an item	Choose an item.	Choose an item.	Choose an item.	<input type="checkbox"/> CMS – IL Certified	Choose an item	Choose an item.	Click here to enter text.	0.00%	Choose an item.	Choose an item.
Click here to enter text.	Choose one	Choose an item.	Choose an item.	Choose an item.	<input type="checkbox"/> CMS – IL Certified	Choose an item	Choose an item.	Click here to enter text.	0.00%	Choose an item.	Choose an item.
Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<input type="checkbox"/> CMS – IL Certified	Choose an item	Choose an item.	Click here to enter text.	0.00%	Choose an item.	Choose an item.
Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<input type="checkbox"/> CMS – IL Certified	Choose an item	Choose an item.	Click here to enter text.	0.00%	Choose an item.	Choose an item.
Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	<input type="checkbox"/> CMS – IL Certified	Choose an item	Choose an item.	Click here to enter text.	0.00%	Choose an item.	Choose an item.

Instructions: Fields within the table are drop-downs that allow you to choose from available selections.

Enter name of each sub-consultant as listed in the Statement of Interest; indicate whether sub-consultant is a currently certified DBE, MBE, WBE and/or SBA 8(a) (attach evidence of certification from an acceptable agency – reference Section 2.8); indicate ethnicity and gender of each listed sub-consultant's PRIMARY OWNER; indicate proposed work category(ies) for each sub-consultant. Also indicate whether a mentor/protégé (M/P) is proposed for any of the listed sub-consultants; indicate whether any listed sub-consultant is a partner in any proposing Joint Venture (JV).

NOTE 1: The above table represents the proposer’s draft ‘Plan to Achieve Diversity Goal.’ The awarded consultant will finalize this Plan during negotiations based on the negotiated scope of work. The proposer’s total DBE goal and proposed subconsultants shall not change, but the work category and percentage of work for each subconsultant may be adjusted, if necessary, during negotiations.

NOTE 2: The VOSB/SDVOSB Utilization Plan, Letter of Intent, certifications and, if applicable, Good Faith Effort paperwork must be included in the Statement of Interest submittal. In addition, the VOSB/SDVOSB subconsultant must be CMS-certified (IL). Attach the CMS Veteran certificate.



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.

- 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 Subconsultant, complete the "**Your Firm as a Subconsultant**" 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 Subconsultant 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 Subconsultants 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 Subconsultant 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

EXHIBIT C

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

(Your Firm's Legal Name)

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

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

Summary of Work

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

Exhibit C

EXHIBIT E - PARTNERSHIP-MENTOR/PROTÉGÉ PROGRAM

PSB 14-2 ITEM XX

MEMORANDUM OF UNDERSTANDING
BETWEEN

THE MENTOR:

FIRM NAME
ADDRESS

AND

THE PROTÉGÉ:

FIRM NAME
ADDRESS

I. PROGRAM PURPOSE

The Mentor and the Protégé commit to entering into a Mentor/Protégé Agreement in accordance with the current guidelines of the Tollway's Partnership-Mentor/Protégé Program. The purpose of the Program is to facilitate the Tollway's professional service consultants with:

- A. Meeting Disadvantaged Business Enterprise (DBE) participation goals,
- B. Establishing new partnerships with DBE firms that have no prior experience providing professional services to the Tollway,
- C. Continuing technical and nontechnical support for DBE firms that have limited experience providing professional services to the Tollway, and
- D. Assisting DBE firms with building their capacity and becoming and/or remaining self-sufficient, competitive, and profitable business enterprises.

A DBE means a business certified by the Illinois Unified Certification Program as a DBE, **or** certified by the City of Chicago or Cook County as an M/WBE, **or** certified by the U.S. Small Business Administration (SBA) as an 8(a) business. **VOSB/SDVOSB firms are not eligible for the Mentor/Protégé program UNLESS they are also certified as a DBE.**

II. CONFORMANCE TO PROGRAM GOALS

A. Participation in this project by the Protégé.

1. In area(s) being mentored:

- Technical work covered by Mentor's prequalification category(ies) _____%
Scope: _____
- Work not applicable to prequalification category(ies) _____%
Scope: _____

Note: Protégé must participate in either one or both of these areas.

2. In area(s) not being mentored:

- Work the Protégé will self-perform _____%

Note: Protégé participation in this area is optional

3. Total participation by the Protégé (Sum of 1. and 2.) _____%

B. Briefly describe an assessment of the Protégé's needs (*one-half page maximum*).

C. Briefly describe specific assistance the Mentor will provide to support the Protégé's needs (*one-half page maximum*).

III. MENTOR EXPERIENCE WITH THE PROGRAM

A. Has the Prime consultant served as a Mentor on a Tollway project completed within the last five years? If yes, list Contract #(s): YES NO

Indicate Phase(s) of Work: MP DSE CM Other

Areas of Assistance: _____

B. Is the Prime consultant currently serving as a Mentor on a Tollway project? If yes, list Contract #(s): YES NO

Indicate Phase(s) of Work: MP DSE CM Other

Areas of Assistance: _____

C. Has the Prime consultant mentored the Protégé on another Tollway project within the last five years? If yes, list Contract #(s): YES NO

Indicate Phase(s) of Work: MP DSE CM Other

Areas of Assistance: _____

IV. PROTÉGÉ EXPERIENCE WITH THE PROGRAM

A. Has the DBE firm ever been contracted by the Tollway as a Prime consultant? If yes, list date, Contract #, and description of scope for each project(s): __YES __NO

B. Has the DBE firm participated in a Mentor/Protégé Agreement on a Tollway project completed within the last five years? If yes, list the following for each project(s). __YES __NO

<u>Contract #</u>	<u>Protégé Award \$</u>	<u>Mentored by</u>	<u>Area of Assistance</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. Is the DBE firm currently participating in a Mentor/Protégé Agreement on a Tollway project? If yes, list the following for each project(s). __YES __NO

<u>Contract #</u>	<u>Protégé Award \$</u>	<u>Mentored by</u>	<u>Area of Assistance</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

D. Has the DBE firm participated in a Mentor/Protégé Agreement on an Illinois Department of Transportation project completed within the last five years? If yes, list the following for each project(s). __YES __NO

<u>PTB No/Item</u>	<u>Protégé Award \$</u>	<u>Mentored by</u>	<u>Area of Assistance</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

E. If the Protégé has been mentored in the same Area of Assistance proposed on this project for a Tollway and/or IDOT project a combined total of more than three times, provide explanation supporting need for additional mentoring.

V. STATEMENT OF COMMITMENT

The purpose of this statement is to confirm a commitment between the Mentor and Protégé, that upon notice of selection from the Illinois Tollway for this PSB Item, a formal Mentor-Protégé Agreement will be prepared in accordance with the current guidelines of the Tollway's Partnership–Mentor/Protégé Program.

Should the proposer, after contract negotiation, wish to modify the 'Plan to Achieve Diversity Goal', the awarded consultant is requested to submit to the General Manager of Diversity a detailed explanation of the work category changes that were not known at the time of the SOI submittal.

SIGNATURE (Mentor Representative)

SIGNATURE (Protégé Representative)

(Date)

(Date)

**VETERAN-OWNED, SERVICE-DISABLED VETERAN-OWNED
SMALL BUSINESS PARTICIPATION**

The Tollway hereby notifies all potential contractors that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, veteran-owned and/or service-disabled veteran-owned small business enterprises will be encouraged to submit a Statement of Interest (SOI) response to this invitation and/or to participate in the advertised Veteran-owned/Service-Disabled Veteran-Owned Business Enterprise (VOS/SDVOSBE) goal of the work to be performed under the contract as a sub-consultant. **NOTE THAT FAILURE TO PROVIDE A UTILIZATION PLAN OR TO PROVIDE EVIDENCE OF GOOD FAITH EFFORTS TO MEET THE CONTRACT GOAL, IF APPLICABLE, WILL RESULT IN A STATEMENT OF INTEREST BEING DEEMED NON-RESPONSIVE.**

To qualify as an eligible VOS/SDVOSBE, the firm must be currently certified by the Department of Central Management Services. Registration is available at

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

A current letter of certification and/or No Change Affidavit from the Illinois Department of Central Management Services is requested with your SOI submittal (Certifications are to be included as attachments to Exhibit A – Proposed Key Staff).

You can view/print and download the most current listing of VOS/SDVOSBE firms at the Illinois Department of Central Management Services website:

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

To qualify as an eligible VOS/SDVOSBE, the following must be met:

- The firm must be an Illinois business with annual gross sales under \$75 million
- At least 51% owned by one or more qualified service-disabled veterans or qualified veterans living in Illinois
- Provide a commercially useful function
- Provide evidence of a current VOS/SDVOSBE certification by the Illinois Department of Central Management Services; and,
- Proposed to provide services identified in the specialty Area on the Letter of Certification.

ILLINOIS TOLLWAY DISCLAIMER STATEMENT

Veteran-Owned and Service-Disabled Veteran-Owned Small Business Enterprise Directory

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.

The criteria, standards and procedures by which certification decisions are made can be obtained from the Department of Central Management Services. The contract dollar amounts committed to VOS/SDVOSBE certified firms on Illinois Tollway contracts may be eligible to be counted toward the fulfillment of VOS/SDVOSBE contract goals on both construction contracts and professional service awards. A single firm cannot be used to meet both a Disadvantaged Business Enterprise (DBE) and a VOS/SDVOSBE goal.

This directory is 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 Department of Central Management Services has determined, on the basis of information provided and the representations therein, that a business is a bona fide VOS/SDVOSBE. The Department of Central Management Services does not, as a result of the listing, make any representation concerning the ability of any listed firm to perform work in the specialty listed;
- The Illinois Tollway does not, through its use of and referral to the Department of Central Management Services VOS/SDVOSBE directory, 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 VOS/SDVOSBE firms’ listed work categories are eligible to be counted toward the fulfillment of VOS/SDVOSBE contract goals; and
- Department of Central Management Services disclaims any and all responsibility concerning errors, omissions or misrepresentations which may be contained in its publication. It is the responsibility of all contactors/consultants to:
 - Conduct their own investigation to determine the capability and capacity of the VOS/SDVOSBE firm(s) to satisfactorily perform the proposed work; and
 - Ensure the VOS/SDVOSBE has a current VOS/SDVOSBE certification letter and/or No Change Affidavit.

This registry lists the most current Department of Central Management Services VOS/SDVOSBE certified firms. If there are any questions concerning this directory, please contact the Department of Central Management Services.

STATE OF ILLINOIS VETERAN SMALL BUSINESS PARTICIPATION AND UTILIZATION PLAN

It is the goal of the State to promote and encourage the continued economic development of small businesses owned and controlled by qualified veterans and that qualified service-disabled veteran-owned small businesses (SDVOSB) and veteran-owned small businesses (VOSB) participate in the State's procurement process as both prime consultants and subconsultants. 30 ILCS 500/45-57.

Contract Goal to be Achieved by Vendor: This solicitation includes a specific **Veteran Small Business** participation goal as specified in each Item detail based on the availability of CMS certified veteran-owned and service-disabled veteran-owned small business (VOSB/SDVOSB) vendors to perform or provide the anticipated services required by this solicitation. **The Veteran Small Business participation goal is applicable as specified in each Item detail.** In addition to the other award criteria established for this solicitation, the Agency will award this contract to a Vendor that meets the goal or makes good faith efforts to meet the goal. If Vendor is a CMS certified VOSB/SDVOSB vendor, the entire goal is met and no subconsulting with a CMS certified VOSB/SDVOSB vendor is required; however, **Vendor must submit a Utilization Plan with its SOI indicating that the goal will be met by self-performance.**

Following are guidelines for Vendor's completion of the Utilization Plan. **Please read the guidelines carefully.** A format for the Utilization Plan is available on the Tollway website. Vendor should include any additional information that will add clarity to Vendor's proposed utilization of certified Veteran Small Business vendors to meet the targeted goal. The Utilization Plan must demonstrate that Vendor has either: (1) met the entire contract goal; (2) made good faith efforts towards meeting the entire goal; or (3) made good faith efforts towards meeting a portion of the goal. Any submission of good faith efforts by Vendor shall be considered as a request for a full or partial waiver.

At the time of submittal of Statement of Interest, Vendor, or Vendor's proposed Subconsultant, must be certified with CMS as a VOSB or SDVOSB.

Visit <http://www2.illinois.gov/cms/business/sell2/Pages/VeteranownedBusinesses.aspx> for complete requirements and to apply for certification in the Veteran Business Program. Failure to complete a Utilization Plan and/or provide Good Faith Effort Documentation shall render the Statement of Interest non-responsive or not responsible.

1. If applicable where there is more than one prime vendor, the Utilization Plan should include an executed Joint Venture Agreement specifying the terms and conditions of the relationship between the parties and their relationship and responsibilities to the contract. The Joint Venture Agreement must clearly evidence that the certified VOSB/SDVOSB vendor will be responsible for a clearly defined portion of the work and that its responsibilities, risks, profits and contributions of capital, and personnel are proportionate to its ownership percentage. It must include specific details related to the parties' contributions of capital, personnel, and equipment and share of the costs of insurance and other items; the scopes to be performed by the certified VOSB/SDVOSB vendor under its supervision; and the commitment of management, supervisory personnel, and operative personnel employed by the certified VOSB/SDVOSB vendor to be dedicated to the performance of the contract. Established Joint Venture Agreements will only be credited toward Veteran Small Business goal achievements for specific work performed by the certified VOSB/SDVOSB vendor.
2. An agreement between a vendor and a certified VOSB/SDVOSB vendor in which a certified VOSB/SDVOSB vendor promises not to provide subconsulting quotations to other vendors is prohibited. Failure to cooperate by Vendor and certified VOSB/SDVOSB vendor may render the Statement of Interest non-responsive or not responsible. **The contract will not be finally awarded to Vendor unless Vendor's Utilization Plan is approved.**
3. **Veteran Small Business Certified Vendor Locator References:** Vendors may consult CMS' Veteran Small Business Vendor Directory at www.sell2.illinois.gov/cms/business, as well as the directories of other certifying agencies, but firms **must be certified with CMS as VOSB/SDVOSB vendors at the time of submittal of Statement of Interest.**

4. **Calculating Certified VOSB/SDVOSB Vendor Participation:** The Utilization Plan documents work anticipated to be performed by all certified VOSB/SDVOSB vendors and paid for upon satisfactory completion. Only the value of payments made for the work actually performed by certified VOSB/SDVOSB vendors is counted toward the contract goal. Applicable guidelines for counting payments attributable to contract goals are summarized below:
 - 5.1. The value of the work actually performed by the certified VOSB/SDVOSB vendor shall be counted towards the goal. The entire amount of that portion of the contract that is performed by the certified VOSB/SDVOSB vendor.
 - 5.2. A vendor shall count the portion of the total dollar value of the Veteran Small Business contract equal to the distinct, clearly defined portion of the work of the contract that the certified VOSB/SDVOSB vendor performs toward the goal. A vendor shall also count the dollar value of work subcontracted to other certified VOSB/SDVOSB vendor. Work performed by the non-certified VOSB/SDVOSB party shall not be counted toward the goal. **Work that a certified VOSB/SDVOSB vendor subcontracts to a non-certified VOSB/SDVOSB vendor will not count towards the goal.**
 - 5.3. Certified VOSB/SDVOSB vendors who are performing on contract as second tier subconsultants may be counted in meeting the established Veteran Small Business goal for this contract as long as the Prime Vendor can provide documentation indicating the utilization of these vendors.
 - 5.4. A Vendor shall count towards the goal only expenditures to firms that perform a commercially useful function in the work of the contract. 5.4.1. A firm is considered to perform a commercially useful function when it is responsible for execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing, and supervising the work involved. To determine whether a firm is performing a commercially useful function, the Agency shall evaluate the amount of work subcontracted, whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing and the credit claimed for its performance of the work, industry practices, and other relevant factors.
 - 5.4.2. A certified VOSB/SDVOSB vendor does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction or contract through which funds are passed through in order to obtain certified VOSB/SDVOSB vendor participation. In determining whether a certified VOSB/SDVOSB vendor is such an extra participant, the Agency shall examine similar transactions, particularly those in which certified VOSB/SDVOSB vendors do not participate, and industry practices.

Good Faith Effort Procedures: If Vendor cannot meet the stated goal, Vendor must document in the Utilization Plan its good faith efforts that could reasonably have been expected to meet the goal. Vendors must submit utilization forms that meet or exceed the published goal or submit utilization forms that describe a percentage participation that is less than the goal and submit documentation regarding good faith efforts at the time of submittal of Statement of Interest. **Vendors will not be permitted to correct goal deficiencies after Statements of Interest September 3, 2014.** CMS or the State Agency, as its delegate, will consider the quality, quantity, and intensity of Vendor's efforts.

The Utilization Plan contains a checklist of actions that CMS or the State Agency, as its delegate, will consider as evidence of Vendor's good faith efforts to meet the goal. Other factors or efforts brought to the attention of CMS or the State Agency, as its delegate, may be relevant in appropriate cases. State of Illinois 3 Veteran Small Business Participation and Utilization Plan

- 6.1. In evaluating Vendor's good faith efforts, CMS or the State Agency, as its delegate, may consider whether the ability of other firms submitting Statements of Interest to meet the contract goal suggests that good faith efforts could have resulted in Vendor meeting the goal.
- 6.2. If CMS or the State Agency, as its delegate, determines that Vendor has made good faith efforts to meet the goal, the Agency may award the contract provided that Vendor is otherwise eligible for award.

- 6.3. If CMS or the State Agency, as its delegate, determines that good faith efforts have not been met, the Statement of Interest may be determined to be non-responsive by the Chief Procurement Office.
- 7.1 **Contract Compliance:** Compliance with this section is an essential part of the contract. The following administrative procedures and remedies govern Vendor's compliance with the contractual obligations established by the Utilization Plan. After approval of the Plan and award of the contract, the Utilization Plan becomes part of the contract. If Vendor did not succeed in obtaining certified VOSB/SDVOSB vendor participation to achieve the goal and the Utilization Plan was approved and contract awarded based upon a determination of good faith, the percentage of awarded contract work of certified VOSB/SDVOSB vendor work calculated in the approved Utilization Plan shall become the contract goal. 7.1. The Utilization Plan may not be amended after contract execution without the Agency's prior written approval.
- 7.2. **Vendor may not make changes to its contractual certified VOSB/SDVOSB vendor commitments or substitute certified VOSB/SDVOSB vendors without the prior written approval of the Agency.** Unauthorized changes or substitutions, including performing the work designated for a certified VOSB/SDVOSB vendor with Vendor's own forces, shall be a violation of the utilization plan and a breach of the contract, and shall be cause to terminate the contract, and/or seek other contract remedies or sanctions. The facts supporting the request for changes must not have been known nor reasonably should have been known by the parties prior to entering into the subcontract. Vendor must negotiate with the certified VOSB/SDVOSB vendor to resolve the problem. Where there has been a mistake or disagreement about the scope of work, provided the certified VOSB/SDVOSB vendor can be substituted only where agreement cannot be reached for a reasonable price or schedule for the correct scope of work.
- 7.3. Substitutions of a certified VOSB/SDVOSB vendor may be permitted under the following circumstances:
- 7.3.1. Unavailability after receipt of reasonable notice to proceed;
 - 7.3.2. Failure of performance;
 - 7.3.3. Financial incapacity;
 - 7.3.4. Refusal by the certified VOSB/SDVOSB vendor to honor the proposal or scope;
 - 7.3.5. Material mistake of fact or law about the elements of the scope of work of a solicitation where a reasonable price cannot be agreed;
 - 7.3.6. Failure of the certified VOSB/SDVOSB vendor to meet insurance or licensing requirements;
 - 7.3.7. The certified VOSB/SDVOSB vendor's withdrawal of its bid or offer; or
 - 7.3.8. Decertification of the certified VOSB/SDVOSB vendor.
- 7.4. If it becomes necessary to substitute a certified VOSB/SDVOSB vendor or otherwise change the Utilization Plan, Vendor must notify the Agency in writing of the request to substitute a certified VOSB/SDVOSB vendor or otherwise change the Utilization Plan. The request must state specific reasons for the substitution or change. The Agency will approve or deny a request for substitution or other change in the Utilization Plan within five business days of receipt of the request.
- 7.5. Where Vendor has established the basis for the substitution to the Agency's satisfaction, it must make good faith efforts to meet the contract goal by substituting a certified VOSB/SDVOSB vendor. Documentation of a replacement certified VOSB/SDVOSB vendor, or of good faith efforts to replace the certified VOSB/SDVOSB vendor, must meet the requirements of the initial Utilization Plan. If the goal cannot be reached and good faith efforts have been made, Vendor may substitute with a non-certified VOSB/SDVOSB vendor or Vendor may perform the work.
- 7.6. If a Vendor plans to hire a subconsultant for any scope of work that was not previously disclosed in the Utilization Plan, Vendor must obtain the approval of the Agency to modify the Utilization

Plan and must make good faith efforts to ensure that certified VOSB/SDVOSB vendors have a fair opportunity to submit a proposal on the new scope of work.

- 7.7. A new certified VOSB/SDVOSB vendor agreement must be executed and submitted to the Agency within five business days of Vendor's receipt of the Agency's approval for the substitution or other change.
- 7.8. Vendor shall maintain a record of all relevant data with respect to the utilization of certified VOSB/SDVOSB vendors, including but without limitation, payroll records, invoices, canceled checks and books of account for a period of at least three years after the completion of the contract. Full access to these records shall be granted by Vendor upon 48 hours written demand by the Agency to any duly authorized representative thereof, or to any municipal, state or federal authorities. The Agency shall have the right to obtain from Vendor any additional data reasonably related or necessary to verify any representations by Vendor. After the performance of the final item of work by the certified VOSB/SDVOSB vendor and final payment to the certified VOSB/SDVOSB vendor by Vendor, but not later than 30 calendar days after such payment, Vendor shall submit a statement confirming the final payment and the total payments made to the certified VOSB/SDVOSB vendor under the contract.
- 7.9. The Agency will periodically review Vendor's compliance with these provisions and the terms of its contract. Without limitation, Vendor's failure to comply with these provisions or its contractual commitments as contained in the Utilization Plan, failure to cooperate in providing information regarding its compliance with these provisions or its Utilization Plan, or provision of false or misleading information or statements concerning compliance, certification status or eligibility of the certified VOSB/SDVOSB vendor, good faith efforts or any other material fact or representation shall constitute a material breach of this contract and entitle the Agency to declare a default, terminate the contract, or exercise those remedies provided for in the contract or at law or in equity.
- 7.10. The Agency reserves the right to withhold payment to Vendor to enforce these provisions and Vendor's contractual commitments. Final payment shall not be made pursuant to the contract until Vendor submits sufficient documentation demonstrating compliance with its Utilization Plan.

VOSB/SDVOSBE UTILIZATION PLAN

_____ submits the following Utilization Plan as part of our Statement of Interest in accordance with the requirements of the Veteran Small Business Program Status and Participation section of the solicitation for the Professional Services Bulletin. We understand that all subconsultants must be certified with the CMS Veteran Small Business Program at the time of submission of Statements of Interest. We understand that compliance with this section is an essential part of this contract and that the Utilization Plan will become a part of the contract, if awarded.

Vendor submits the following statement: _____ has met the entire contract goal; made good faith efforts towards meeting the entire goal (complete checklist below); or made good faith efforts towards meeting a portion of the goal (complete checklist below).

DEMONSTRATION OF GOOD FAITH EFFORTS TO ACHIEVE GOAL AND REQUEST FOR WAIVER

If the Veteran Small Business participation goal was not achieved, the Good Faith Efforts Procedures and Guidelines outlined in Section 6 will be used to evaluate submitted utilization plans. Vendors providing Good Faith Effort documentation and request for waiver must complete and submit the Good Faith Effort Contact Log with the Statement of Interest. Failure to submit Good Faith Effort documentation in its entirety shall render Vendor's Statement of Interest non-responsive or not responsible and cause it to be rejected or render Vendor ineligible for contract award.

Below is a checklist of actions that will be used to evaluate a Vendor's Demonstration of Good Faith Efforts and Request for Waiver. **Please check the actions which you completed.** If any of the following actions are not completed, please attach a detailed written explanation indicating why such action was not completed. If any other efforts were made to obtain Veteran Small Business participation in addition to the items listed below, attach a detailed description of such efforts.

- Utilize the Sell2Illinois website: www2.illinois.gov/cms/business to identify certified VOSB/SDVOSB vendors.
- Solicit through all reasonable and available means (e.g., attendance at a vendor conference, advertising and/or written notices) the interest of certified VOSB/SDVOSB vendors that have the capability to perform the work of the contract. Vendor must solicit this interest within sufficient time to allow the certified VOSB/SDVOSB vendors to respond to the solicitation. Vendor must determine with certainty if the certified VOSB/SDVOSB vendors are interested by taking appropriate steps to follow up initial solicitations and encourage them to submit a proposal. Vendor must provide interested certified VOSB/SDVOSB vendors with adequate information about the requirements of the contract in a timely manner to assist them in responding promptly to the solicitation.
- Select portions of the work to be performed by certified VOSB/SDVOSB vendors in order to increase the likelihood that the goal will be achieved. This includes, where appropriate, breaking out project scope to facilitate certified VOSB/SDVOSB vendor participation, even when Vendor might otherwise prefer to perform these work items.
- Make a portion of the work available to certified VOSB/SDVOSB vendors and selecting those portions of the work consistent with their availability, so as to facilitate certified VOSB/SDVOSB vendor participation.
- Negotiate in good faith with interested certified VOSB/SDVOSB vendors. Evidence of such negotiation must include the names, addresses, email addresses, and telephone numbers of certified VOSB/SDVOSB vendors that were considered; a description of the information provided regarding the plans and specifications for the work selected for subconsulting and evidence as to why additional agreements could not be reached for certified VOSB/SDVOSB vendors to perform the work. A Vendor using good

business judgment may consider a number of factors in negotiating with certified VOSB/SDVOSB vendors and may take a firm’s capabilities into consideration. The fact that there may be some additional costs involved in finding and using certified VOSB/SDVOSB vendors may not be in itself sufficient reason for a Vendor’s failure to meet the goal, as long as such costs are reasonable.

- Thoroughly investigate the capabilities of certified VOSB/SDVOSB vendors and not reject them as unqualified without documented reasons. The certified VOSB/SDVOSB vendor’s memberships in specific groups, organizations, or associations and political or social affiliations are not legitimate causes for the rejection or non-solicitation of proposals in Vendor’s efforts to meet the goal.

GOOD FAITH EFFORTS CONTACT LOG

Use this Log to document all contacts and responses (telephone, e-mail, fax, etc.) regarding the solicitation of certified VOSB/SDVOSB vendors. Duplicate as needed. **It is not necessary to show contacts with certified VOSB/SDVOSB vendors who are identified on the Letter of Intent.**

Name of Certified Veteran Small Business Vendor	Date	Method of Contact	Scope of Work Solicited	Reason Agreement Was Not Reached

LETTER OF INTENT (LOI)

BETWEEN PRIME VENDOR AND CERTIFIED VETERAN SMALL BUSINESS VENDOR

*Instructions: The responsive Vendor is required to submit a separate, signed LOI from each identified certified vendor. **LOIs must be submitted with the Statement of Interest and must be signed by both parties.** The Prime Vendor shall not prohibit or otherwise limit certified vendor(s) from providing subconsultant proposals to other potential vendors. Each LOI shall include the negotiated percentage and scope of work to be performed by each identified certified vendor. All LOI's shall be subject to Agency approval.*

Any changes involving or affecting the identified certified vendor(s) may not be permitted without written approval of the Agency.

Project Name: _____ Project/Solicitation Number: _____

Name of Vendor: _____ Name of Contact Person: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____ Email: _____

Name of Certified Veteran Small Business Vendor: _____

Address: _____ Name of Contact Person: _____

City, State and Zip: _____

Telephone: _____ Fax: _____ Email: _____

Anticipated start date of the Certified Veteran Small Business Vendor: _____

Proposed % of Contract to be performed by the Certified Veteran Small Business Vendor: _____ %

Description of work to be performed by the Certified Veteran Small Business Vendor:

Vendor and the Certified Veteran Small Business Vendor above hereby agree that upon the execution of a contract for the above-named project between Vendor and the State of Illinois, the Certified Veteran Small Business Vendor will perform the scope of work for the percentage as indicated above.

Vendor (Company Name and D/B/A):

Certified Veteran Small Business Vendor (Company Name and D/B/A):

Signature

Signature

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____