

PROFESSIONAL SERVICES BULLETIN 14-3

ADDENDUM 1

ADDENDUM 1 does not change the due date or time.

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

Due Date: January 28, 2015

Successful Applicants will be notified.

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

ISTHA web site: www.illinoistollway.com



Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

**ADDENDUM NO. 1
TO
PROFESSIONAL SERVICES BULLETIN No. 14-3**

January 8, 2015

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For which Statements of Interest are due by 4:30 p.m. Central Standard Time to the Illinois State Toll Highway Authority at their offices, 2700 Ogden Avenue, Downers Grove, Illinois 60515, January 28, 2015.

NOTES:

- The following questions were received in the SOIPSB Questions folder and have been addressed below.
- The following pages are revised and are included in this addendum:
- 42R Section 3.3 Exhibits State of Illinois Standard Business Terms and Conditions (Submit with Forms A or Forms B).
- 78R Section 4.3 Exhibit A – removes letter D.

ADDENDUM NO. 1
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Date January 8, 2015

For which Statements of Interest are due by 4:30 p.m. Central Standard Time to the Illinois State Toll Highway Authority at their offices, 2700 Ogden Avenue, Downers Grove, Illinois 60515, January 28, 2015.

QUESTIONS: The Tollway has received the following questions to PSB 14-3 via email to the SOIPSB 14-3 mail box. The Tollway offers the following responses:

Question 1: There is not an Exhibit D form posted with the other required forms under PSB 14-3 online. Will an updated version be uploaded, or are respondents to use the most recently uploaded Exhibit D form found under PSB 14-2?

Response: Exhibit D has been posted. Please use Exhibit D for 14-3. Do not use Exhibits from previous PSBs.

Question 2: Under the Guidelines for Submitting Statement of Interest, Exhibit A: Proposed Staff: D. indicates Complete the "Draft Plan to Achieve Diversity Goal" table. This table is not included on the Exhibit A form downloaded from website for PSB 14-3. Can we copy that table from 14-2 Exhibit A form? Or will the 14-3 version be revised?

Response: Attached is the corrected page 78, which removes letter D. Do not use Exhibits from previous PSBs. "Draft Plan to Achieve Diversity Goal" table has been incorporated into the SOITEAM Spreadsheet.

Question 3: Under both Items 3 and 4, there is a requirement for the name and resume of the person who will be responsible for financial and economic impact analysis. It would be helpful if the role of this person could be further defined. Does the financial analysis relate to determining toll rates on I-294 or does this relate to the economic impact of the Tollway's investment in the I-294 project on economic development and job creation in the I-294 corridor?

Response: The role of the person who will be responsible for financial and economic impact analysis will NOT determine the toll rates on I-294; however, they will analyze the economic impact of the Tollway's investment in the I-294 project on economic development and job creation in the I-294 corridor.

Question 4: Is an Exhibit B: Environmental Questionnaire required for Item 5? The item doesn't require an Environmental Lead listed as key personnel on Exhibit A, and IDOT prequalification is required in Location Design Studies (Rehabilitation) but not Environmental Reports.

Response: No. Exhibit B is not required for Item 5, but Exhibit B is required for Item 3 and Item 4 per the PSB.

Questions 5: In Section 3.2 Demonstrated Experience/Prequalification, there are forms specifically for certain Items (3, 4, 5, and 12) that are required to be submitted. Are they to be included as a separate file, or behind another form? Where do they go "in the scheme of things"? Please advise.

Response: Demonstrated Experience/Prequalification forms should be included in the SOI. Place them after Exhibit A or Exhibit D.

Question 6: We are a DBE and MBE and we provide services required in the PSB 14-3. Based on the scope of work we would likely qualify as a subcontractor to a prime. My question is how might we get a list of the companies that are submitting qualifications so we can contact the ones that are looking to bid on the categories that include the services that we offer.

Response: Although there is no such list, information on firms that have previously been awarded contracts on past PSBs can be found on the Tollway website at:
http://www.illinoistollway.com/documents/10157/33363/Active_Contracts_by_Type_Professional+Services+10.03.12v2.pdf

Question 7: For two or more firms that have teamed to provide a subconsultant service to potential primes, how should such subconsultant “teaming” entity be identified in the SOI submittal?

Response: The prime is responsible for identifying all subconsultants regardless of their teaming / joint venture relationship. The subconsultant relationship should be specifically identified in the SOI. For instance, if they consider their partnership a Teaming relationship, a Joint Venture, etc., they should indicate so. Each subconsultant must also be listed on the SOITEAM Spreadsheet. Certifications, disclosures and other documents are required as appropriate /applicable for any subconsultant.

Question 8: Item #5: What type of work is considered to be relevant “experience in freight”? Is trucking operation & logistic experience considered relevant or is it limited to design experience on truck parking lot projects?

Response: Trucking operations and logistic experience is considered relevant experience.

Question 9: Section 3.2 Demonstrated Experience/Prequalification for Items 1, 2, and 6-11: Will you consider subconsultants (not prime) submitting “demonstrated experience” in lieu of lacking IDOT prequalification. Example: Will you allow subconsultants to work on “Freeway”, “Construction Inspection”, or “Bridge Typical” categories if subconsultants can demonstrate their prequalification through their relevant experiences? This will allow bigger pool of “qualified” VOSB/SDVOSB firms. Otherwise, many firms may have to turn to the same VOSB/SDVOSB firms that have been already selected on PSB 14-1 and PSB 14-2.

Response: No. Please see section 4.3.1, page 77, which states “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.”

Question 10: Section 3.2 Demonstrated Experience/Prequalification: Would you still consider CDB prequalification when it is appropriate to the item’s requirement?

Response: No. Please see the response to question 9.

Question 11: Do VOSB/SDVOSB firms must have “Professional Design Firm” license with the State of Illinois in order to perform engineering/design work? Is construction inspection work considered non-engineering work category?

Response: Yes, they must have a Professional Design Firm license. Construction inspection is considered a professional service, so the firm must have a license.

Question 12: If primes retain VOSB/SDVOSB firms for the “vendor”/non-engineering services (i.e., printing, lab testing, photo processing, or other allowable direct cost items), does this still contribute toward meeting the VOSB/SDVOSB participation goal? If yes, how should the prime show these “vendors” on SOI Team spreadsheet? In the past, such “vendors” were brought in during the proposal/negotiation phase and were not included in the SOI team spread sheet?

Response: Participation toward the VOSB/SDVOSB goal will be granted to any currently certified VOSB/SDVOSB firm that is performing a task that is part of the identified scope of work required for a specific item. These firms should be listed on the SOI Team spreadsheet as subconsultants.

Question 13: PSB 14-3 page 54, EXHIBIT E - PARTNERSHIP-MENTOR/PROTÉGÉ PROGRAM, Paragraph I B states “Establishing new partnerships with DBE firms that have no prior experience providing professional services to the Tollway”: The Tollway previously stated that the new protégé is a firm having no prior protégé experience on either the Tollway or IDOT projects. Pg 54 statement seems to contradict the Tollway’s previous statement. Please clarify for the potential primes.

Response: The statement in Paragraph B describes one of the purposes of the mentor/protégé program. For further clarification, see the Benefits section on the Tollway website under Mentor/Protégé where it states: “Three percent “bonus” credit toward the mentor’s contractual diversity goal for selecting a protégé firm not previously mentored on a Tollway or IDOT project”.

Question 14: PSB 14-3, Item No. 5 – Please elaborate on the following statement as provided in the PSB, “*In addition, the prime firm, or their subconsultant, must demonstrate a minimum of five (5) years’ experience in freight as related to transportation projects.*” Specifically what does the term “five (5) years’ experience in freight” mean?

In addition, in SECTION 3.2 DEMONSTRATED EXPERIENCE / PREQUALIFICATION, it is noted that a unique form is available on the Tollway website to provide the required information. The form cannot be located on the website. Please provide a link.

Response: Five (5) years’ experience means that the prime firm, or their subconsultant, can demonstrate five (5) years of trucking operations and logistic experience.

The Demonstrated Experience Form has been added to the Tollway website as a Word document.

Question 15: I am having the toughest time working with the Exhibit A form. I open the form from your website, fill it out then save it on my computer. When I open it again all the type is red and underlined, I have black lines running down the side and the page layout has changed. Please see attached. I’ve tried saving it as different types of word docs. I’ve tried saving it first then filling it out. I’ve never had this problem before. Do you know what may be causing it, have you had anyone else experience this problem?

Response: Please check the “track changes” feature. If “track Changes” is on, turn it off and try again.

Question 16: Our team has several sub-consultants and they do not all fit on the SOI team spreadsheet. How can I add one or 2 more rows under the Sub-consultant information?

Response: The SOITEAM Spreadsheet has been updated with five (5) additional lines for subconsultants. The revised SOITEAM Spreadsheet is now available on the Tollway website.

Question 17: The SOI spreadsheet automatically round up all percentages. Is there a way to accurately reflect the percentages we plan on giving to our DBE firms (i.e. 1.5% or .75%)?

Response: The SOITEAM Spreadsheet has been updated to accommodate two decimal places. The revised SOITEAM Spreadsheet is now available on the Tollway website.

Question 18: Exhibit E Partnership-Mentor/Protégé Program: Page 29, Section 2.5 implies that the MP Program and Documentation is submitted separately from the SOI. Please confirm that the Exhibit E is to be submitted in the SOI documents as indicated on Page 42, Section 3.3.

Response: PSB 14-3, section 3.3 states, "Exhibit E: Partnership- Mentor/Protégé Program (Submit with SOI)." Section 4.11 states, "Exhibit E: If you are submitting a Mentor/Protégé Partnership, include this Exhibit with your SOI, and ensure the DBE commitment and percentage breakdowns are entered in the SOITEAM Excel spreadsheet."

Question 19: Exhibit E partnership-Mentor/Protégé Program: Page 77, Section 4.3.4, Section 1, Letter B: Says to "Include Mentor Protégé data if applicable". Is this where Exhibit E should be included? If not, please indicate where in the SOI Exhibit E should be included.

Response: PSB 14-3, section 3.3 states, "Exhibit E: Partnership- Mentor/Protégé Program (Submit with SOI)." Section 4.11 states, "Exhibit E: If you are submitting a Mentor/Protégé Partnership, include this Exhibit with your SOI, and ensure the DBE commitment and percentage breakdowns are entered in the SOITEAM Excel spreadsheet."

Question 20: SOI Sect 3, Letter D: Say to complete the "DRAFT PLAN TO ACHIEVE DIVERSITY GOAL" Table. Can't find in the PSB where this table exists. Please advise.

Response: Attached is the corrected page 78, which removes letter D. "Draft Plan to Achieve Diversity Goal" table has been incorporated into the SOITEAM Spreadsheet.

Question 21: DBE Firm certifications: Page 28, Section 2.4: says that must provide proof of certification (letter) with SOI submittal, to be included as attachments to Exhibit A. Please confirm that letters are required and they should be included in Section 3 as an attachment to Exhibit A (Page 78, SOI Section 3, Letter D).

Response: Per PSB 14-3 Section 4.3.4, the letter of certification should be included in SOI Section 3 as an attachment to Exhibit A (Page 78, SOI Section 3, Letter D).

Question 22: Exhibit F: VOSB Utilization Plan and Letters of Intent: Page 42, Section 3.3 says: Exhibit F is to be included in the SOI. Please confirm that a completed and executed Exhibit F should be included in the SOI Section 3 letter D.

Response: Exhibit F should be submitted with the SOI.

Question 23: VOSB Certification Letters: Page 58, Exhibit F states that current letters of certification and/or no change affidavit are required to be submitted as attachments to Exhibit A. Please confirm that letters are required and included in Section 3 as an attachment to Exhibit A.

Response: Per PSB 14-3 Section 4.3.4, the letter of certification should be included in SOI Section 3 as an attachment to Exhibit A (Page 78, SOI Section 3, Letter D).

Question 24: Exhibit A and Exhibit B: Page 77 and 78 says that Exhibit A should be included in the SOI in Section 3 and Exhibit B should be included in the SOI in Section 6. However, on Page 81 under the instructions for electronic submittal, it indicates that Exhibit A with Resumes should be followed by Exhibit B with resumes. Please confirm if these two exhibits should be included one right after another in the SOI or in Section 3 and Section 6.

Response: Exhibit A and Exhibit B should be submitted as per PSB 14-3 Section 4.3.4 on pages 77 and 78, which states that Exhibit A should be included in the SOI in Section 3 and Exhibit B should be included in the SOI in Section 6. The electronic submittal instructions under Section 4.4.4 do not conflict with this.

Question 25: Terms and conditions: Page 42 indicates that the State of Illinois Standard Terms and Conditions should be submitted in the SOI, however page 81, section 4.5.2 say that these terms and conditions should be included with the Form A or Form B disclosures attachment. Please clarify where the Terms and Conditions should be included.

Response: State of Illinois Standard Terms and Conditions should be submitted with either the Forms A or Forms B disclosures, as stated in section 4.5.2. A corrected page 42 is attached.

Question 26: State of Illinois Standard Terms and Conditions: How will these Terms and Conditions be applied to the actual contract? Does the Tollway intend to incorporate these Terms and Conditions in the actual executed contract and, if so, can the terms be negotiated?

Response: The State of Illinois Standard Terms and Conditions will be incorporated into the resulting contract award. PSB page 74 provides a form for submitting exceptions to these terms and conditions.

Question 27: State of Illinois Financial Disclosures and Conflicts of Interest Form: What level/percentage of ownership triggers the duty of the corporate owners to submit this form? The first page indicates "100% ownership" but what about companies owned by multiple entities?

Response: Disclosure of ownership on the form is covered in Step 2. Any individual or entity with an ownership percentage greater than 5% is to be disclosed. Additionally, if there are any individuals or entities with ownership percentage of 5% or less with an ownership value greater than \$106,447.20, then they are to be disclosed in Step 2 as well. If there is an entity (not an individual) listed in Step 2 with 100% ownership, then we would expect another set of disclosures for that entity. That is, if a company is owned 100% by another entity (100% parent entity), then an additional set of disclosure forms is to be submitted for the parent entity. If a company is owned by multiple entities, the individual entities are not typically required to submit any additional disclosures forms (the SPO or the PPB may request such information at a later date).

Question 28: We would like to submit the following question regarding Item No. 5 - RR-14-5703 Design Upon Request - Systemwide: Is there a process for a Contractor or Subcontractor to request an exemption from or waiver of the 2.8 Direct Labor Multiplier?

Response: No.

Question 29: In the event a subcontractor has a current IDOT approved overhead rate, would it be possible for a subcontractor to work under a Cost Plus Fixed Fee basis using such IDOT approved overhead rate in place of the 2.8 Direct Labor Multiplier? Alternatively, is it possible for a subcontractor to work under a Lump Sum basis not subject to the 2.8 Direct Labor Multiplier?

Response: No, the subcontractor cannot work under a Cost Plus Fixed Fee. A subcontractor can work under a lump sum basis not subject to the 2.8 multiplier as a Direct Cost.

Question 30: Will the Tollway consider experience in freight as related to transportation projects considered a specialty service?

Response: Yes.

Question 31: I have attend to PSB Industry workshop at November 17th, 2014 at Illinois Tollway head office. As you know Illinois Tollway has published new PSB for consultants to submit proposal. As per this PSB, we can provide our services at most of the items as a prime or sub consultant. So, Just wondering is that attendance list of the participant consultants of that workshop is public? If yes, we will be happy get that list or you could recommend us from where we can get that list cause it will help us to contact primes and subs for teaming opportunities.

Response: Although the attendance list has not been published, information on firms that have previously been awarded contracts on past PSBs can be found on the Tollway website at: http://www.illinoistollway.com/documents/10157/33363/Active_Contracts_by_Type_Professional+Services+10.03.12v2.pdf

Question 32: On item 5 it states "In addition, the prime firm, or their subconsultant, must demonstrate a minimum of five (5) years' experience in freight as related to transportation projects." Since there is no detailed prequalification category, can you please elaborate on and what would be acceptable experience to meet this requirement? Please be specific on what is required for us to submit showing this experience. Please let us know where we can find the Demonstrated Experience / Prequalification form on the Tollway website.

Response:

Please see responses to questions 8 and 14. The Demonstrated Experience Form has been added to the Tollway website as a Word document.

Question 33: If two firms form a "team" but only one firm is currently prequalified in IDOT categories. Can both firms work on the prequalified categories?

Response: No. Please see the response to question 9.

Question 34: If two firms form a "team" but only one firm is currently prequalified in IDOT categories. Can a key staff come from "team" or only from the prequalified firm?

Response: No. Please see the response to question 9.

Question 35: On page 78 of the PSB, item D, you ask the consultant to complete the "Draft Plan to Achieve Diversity Goal" table with relevant information. Where can this table be found in the PSB? Does Exhibit F take the place of the table, which was required on previous PSBs?

Response: Attached is the corrected page 78, which removes letter D. Do not use Exhibits from previous PSBs. "Draft Plan to Achieve Diversity Goal" table has been incorporated into the SOITEAM Spreadsheet. Exhibit F does not replace the table.

3.3 EXHIBITS

The following Exhibits shall be submitted in accordance with PSB submittal instructions in PART IV, and are available on the Tollway website.

- Exhibit A: Proposed Staff (Submit with SOI)
- Exhibit B: Environmental Questionnaire (If required, submit with SOI)
- Instructions for Completing Exhibit C
- Exhibit C: Current Obligations (Submit as a separate pdf document)
- Exhibit D: Availability of Key Project Personnel (Submit with SOI)
- Exhibit E: Partnership- Mentor/Protégé Program (Submit with SOI)
- Exhibit F: Veteran Small Business Participation and Utilization Plan (Submit with SOI)
- State of Illinois Standard Business Terms and Conditions (Submit with Forms A or Forms B)
- SOITEAM Spreadsheet (Submit as a separate Excel file)

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. Reserved.

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 as a separate pdf document. See instructions for electronic submittals.)

4.4 SUBMITTAL INSTRUCTIONS

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

4.4.1 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.