

PROFESSIONAL SERVICES BULLETIN 15-2

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

Due Date: Friday, August 21, 2015

Successful Offerors will be notified.

Overall results will be posted on the Illinois Procurement Bulletin and the Tollway's website.

Professional Services Bulletin

No. 15-2

Published July 6, 2015

ISTHA web site: www.illinoistollway.com



Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

TABLE OF CONTENTS

PART I: THE SCHEDULE		
1.1	Contact Information	2
1.2	Mileposts	2
1.3	PSB Item Index	2-3
1.4	PSB Item Details	4-28
PART II: CONTRACT CLAUSES AND REQUIREMENTS		
2.1	Consultant/Subconsultant Conflicts of Interest within Tollway Projects	29
2.2	Financial Information	29-30
2.3	Illinois Tollway's Contract Payment Policy	30-31
2.4	Disadvantaged, Minority, Women Owned Business Enterprise (DBE) Participation	31-32
2.5	Partnership - Mentor/Protégé Program Guidelines	32
2.6	State of Illinois Veteran Small Business Participation and Utilization Plan	32
2.7	Teaming Agreement	33-35
2.8	Phase III: Construction Engineering Services	35-36
2.9	Construction and Quality Assurance Consultants	36-37
2.10	Quality Assurance Prequalification Category	37-38
2.11	Clarification of Quality Control/Quality Assurance Requirements	38
2.12	Consultant Contract Forms	38
PART III: LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS		
3.1	Offeror Commitment and Signature	39-40
3.2	Reserved	41
3.3	Exhibits	41
	Exhibit A: Proposed Staff	42-46
	Exhibit B: Environmental Questionnaire (If Required)	47-49
	Instructions for Completing Exhibit C	50
	Exhibit C: Current Obligations	51-54
	Exhibit D: Availability of Key Project Personnel	55
	Exhibit E-DBE: Partnership- Mentor/Protégé Program	56-60
	Exhibit E-VOSB: Partnership- Mentor/Protégé Program	61-65
	Exhibit F: Veteran Small Business Participation and Utilization Plan	66-74
	Illinois Tollway Standard Terms and Conditions	75-83
PART IV: REPRESENTATIONS AND INSTRUCTIONS		
4.1	Selection Criteria	84
4.2	Schedule for Consultant Selection	84
4.3	Guidelines for Submitting Statements of Interest (SOI)	85-86
4.4	Submittal Instructions	86-88
4.5	Disclosures and Certifications	89-90
4.6	Submitting a Protest	90
4.7	Useful Links for PSB 15-2	90-91
4.8	Illinois Procurement Bulletin (IPB) Notice	91
4.9	Information on Accessing the Tollway Website	91-92
4.10	Future Professional Service Bulletins	92
4.11	Reserved	92
4.12	PSB 15-2 Compliance Matrix	93-105

PART I: THE SCHEDULE

1.1 CONTACT INFORMATION

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

Professional Services Bulletin (PSB) 15-2 is the official notice of needed professional services for the Illinois Tollway, as authorized by the Illinois Procurement Code 30 ILCS 535. 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. PSB 15-2, 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. Instructions on receiving procurement opportunities are included in the "Illinois Procurement Bulletin (IPB) Notice" section of this PSB.

All questions related to this Professional Services Bulletin must be submitted electronically to the Statement of Interest (SOI) Mailbox at SOIPSB.15-2@getipass.com at least 10 days prior to the submittal date of August 21, 2015. The subject line should read: PSB 15-2 Question. Answers will be addressed via an Addendum published on the IPB. Please call if you need assistance: (630)241-6800, ext. 3311.

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.15-2@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) for selecting qualified consultants under this PSB.

SOI email submittals must be received by August 21, 2015, 4:30:00 P.M. CT. Any emails or partial submittals received after that time shall be considered late and your submittal will be deemed non-responsive.

1.2 Mileposts

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

1.3 Professional Services Bulletin No. 15-2 Item Index

Item No.	Project No.	Description	Page No.
1	I-15-4241 Systemwide	Construction Management Services Upon Request. On-call and as-needed Construction Management Services.	4-5
2	I-15-4654 EOWA	Construction Management Services Upon Request. On-call and as-needed Construction Management Services.	6
3	I-15-4655 EOWA	EOWA, Elgin O'Hare Western Access, U.S. 20 to Illinois Route 83. Construction Management Services.	7-8

4	RR-15-4242 Systemwide	Materials Engineering Services Upon Request Upon Request. On-call and as-needed Materials Engineering Services.	9-17
5	I-15-4656 EOWA	EOWA, I-294 to I-90- Tri-State and Franklin/Green Street. Phase II Engineering Services.	18-19
6	I-15-4657 EOWA	EOWA, I-294 to I-90- Franklin/Green Street and Bensenville Yard. Phase II Engineering Services.	20-21
7	I-15-4658 EOWA	EOWA, I-294 to I-90- Bensenville Yard Underpass. Phase II Engineering Services.	22-23
8	I-15-4659 EOWA	EOWA, Design and Construction Management Services Upon Request. On-call and as-needed Environmental Site Assessment Services.	24-26
9	I-15-4660 Systemwide	Land Acquisition Services Upon Request - Systemwide. On-call and as-needed Surveying Services.	27-28

1.4 Professional Services Bulletin No. 15-2 Item Detail

Details follow for each of the 10, PSB 15-2 items.

1.4.1 Item 1: I-15-4241, Construction Management Services Upon Request

This project has a 20% D/M/WBE participation goal and 1.25% VOS/SDVOSBE participation goal.

Phase III engineering services are required for the construction inspection, and supervision at selected locations on the Tollway system. 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:

Work scheduled for construction in 2016:

1. Mainline Bridge Rehabilitation
2. Crossroad Bridge Rehabilitation
3. Right-of-Way Fence and Landscaping Installation
4. Bridge and Wall Repairs
5. On call and as-needed work related to the Tollway System

Work scheduled for construction in 2017:

1. Crossroad Bridge Reconstruction or Rehabilitation
2. On call and as-needed work related to the Tollway System

The upper limit of compensation will be set at \$3,500,000 to be authorized for use as individual projects are needed.

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 Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project.

Firms must be prequalified by IDOT in the following categories:

Special Services (Construction Inspection) Structures (Highway Bridges: Typical)

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

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

- The person who will assume duties as Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The Resident Engineer.
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician.

Schedule: This project is scheduled to start in Fall 2015 for construction contracts in 2016 and 2017.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy

and electronic format and follow the CADD Standards Manual.

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

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

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

1.4.2 Item 2: I-15-4654, Construction Management Services Upon Request

This project has a 21% D/M/WBE participation goal and 1.0% VOS/SDVOSBE participation goal.

Phase III engineering services are required for the construction inspection, and supervision at selected locations on the Tollway system. 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. Elgin O'Hare Western Access Interchange Advance Earthwork and Frontage Road construction.
2. On call and as-needed work related to the Tollway system.

The upper limit of compensation will be set at \$3,000,000 to be authorized for use as individual projects are needed. This contract is subject to available funding.

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 Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project.

Firms must be prequalified by IDOT in the following categories:

Special Services (Construction Inspection)

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

Schedule: This project is scheduled to start in Fall 2015.

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

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

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

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

1.4.3 Item 3: I-15-4655, Elgin O'Hare Western Access, U.S. 20 to Illinois Route 83

This project has a 20% D/M/WBE participation goal and 1.0% VOS/SDVOSBE participation goal.

Phase III engineering services are required for the proposed construction of the Elgin O'Hare Western Access Tollway between U.S. 20 and Illinois Route 83. This project is for the construction of Illinois Route 390 between Arlington Heights Rd and Lively Boulevard in DuPage County, Illinois. The Tollway is finalizing the construction contract limits; therefore, the Tollway may modify project limits and scope at the time of negotiations.

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 prime firm must be prequalified by IDOT in the following categories:

Special Services (Construction Inspection)
Highways (Freeway)
Structures (Highway Bridges: Typical)
Hazardous Waste (Simple)

The Tollway will allow a prime firm to meet the prequalifications for Highways (Freeway), Structures (Highway Bridges: Typical) and Hazardous Waste (Simple) through a subconsultant.

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).
- The Resident Engineer.
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Project Controls Engineer.

Construction estimate: Category D

Schedule: This project is scheduled to start in Spring 2016.

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

1.4.4 Item 4: RR-15-4242, Materials Engineering Services Upon Request - Systemwide

This project has a 24% D/M/WBE participation goal. This item does not include a VOS/SDVOSBE participation goal.

Phase III engineering services are also required to perform special technical Materials Engineering Services; Quality Assurance responsibilities for Hot-Mix Asphalt (HMA) production/ construction, Portland Cement Concrete (PCC) production/ construction and pipe and precast producers; technical lab services for concrete mix design and analysis; sampling and testing of aggregate sources for Tollway certification; Materials Engineering Support; Geotechnical Inspection and Testing; and Quality Assurance (oversight) inspection of steel and aluminum fabrication.

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

The upper limit of compensation will be set at \$5,000,000 to be authorized for use as individual projects are needed.

Quality Assurance Testing

Technical Quality Assurance, Consultation, and Special Testing for HMA, PCC, AGCS, Steel/Aluminum, and Precast Concrete Materials

Engineering services are required for the quality assurance responsibilities of hot-mix asphalt (HMA), Portland Cement Concrete (PCC) construction, Aggregate Gradation Control System (AGCS), steel member producers, and pipe and precast concrete producers. The project includes Complete Quality Assurance Testing in accordance with IDOT's Standard Specifications for Road and Bridge Construction; IDOT Policy Memorandums 11-08.2, 19-08.1, 25-08.5, and 28-10.3; Tollway Specifications; and any appropriate contract special provisions and plan notes or details. Such responsibilities include:

1. Special evaluations of proposed construction materials or material sources to determine compliance with any appropriate contract standard specifications, special provisions, and plan notes or details.
2. The capability of providing soil testing services such as offered by IDOT's Central Soils Lab for specific tests identified within Appendix II of IDOT's Geotechnical Manual.
3. Provide QA testing at the facilities for precast structures in accordance with IDOT's Standard Specifications for Road and Bridge Construction, *Manual for Fabrication of Precast Prestressed Concrete Products*, and Policy Memorandums 11-08.2, 19-08.1, 25-08.5, 28-10.3 and the Consultant agreement.
4. The ability to review, for compliance and performance, mix designs and mixture proportioning plant reports prepared by the Contractor.

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

Geotechnical Engineering Services

For Geotechnical Services upon request, the selected consultant shall be required to provide geotechnical soil borings, reports and associated field inspection services for projects associated with the entire Tollway system.

Materials & Quality Assurance Services

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

The Consultant's work includes plant and on-site inspections, sampling and material testing, and Materials Engineer to manage the design and data collection of the materials and mixtures that are monitored. The Consultant will carry out quality assurance duties as defined in the construction contract and the Consultant

agreement. The Consultant shall maintain records and submit documentation of all QC and QA activities required by the construction contract. In addition, the Consultant will be required to statistically analyze the QA data from any Tollway concrete pavement project that is designed using performance based specifications for construction for the purpose of determining Contractor pay factors that will be used for invoicing. The Consultant will be required to establish access to the Tollway's web based materials quality management system. A working knowledge of IDOT's MISTIC system and the Tollway's I-MIRS system is preferred. Laboratory and field personnel assigned to this contract must be QC/QA certified in the areas required.

Materials Engineering Support

Providing support to the Tollway's internal Engineering staff, and external Consultants or Contractors for contracts relative to the design or construction of roadways and structures. Such support work will relate to design support, providing assistance to develop or analyze project special provisions designed for ISTHA and IDOT classified construction materials. Support with the construction contracts at the Tollway would include providing assistance to the Materials Manager in the area of job mix control. This work would require the Assistant Materials Engineer to be able to help with the review and analysis of submitted mix designs or commercial material products in relation to contract design requirements; and help to maintain the material approval records for the Tollway construction contracts and as prepared or revised for the Illinois Department of Transportation (IDOT). Periodic witnessing and recording of PCC trial batches will be required as part of the mix design control process. During construction, additional field engineering field support would be provided to help others on staff to provide quality support to our contracts by overseeing the Contractor's Quality Control and CM's Quality Assurance (QA) programs being implemented on the ISTHA construction contracts. Additional support will be to analyze QA data and survey newly constructed pavements as needed to determine compliance with performance based specifications that the Tollway will develop.

Quality Assurance (Oversight) Inspection of Steel and Aluminum Fabrication

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

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

Inspectors will also:

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

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

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

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

The prime firm must be prequalified by IDOT in the following category:

Special Services (Quality Assurance Testing (QA HMA & Aggregate))
Special Services (Quality Assurance Testing (QA PCC & Aggregate))
Geotechnical Services (Subsurface Explorations)

The Tollway will allow a Prime consultant to meet the prequalification for steel fabrication inspection, technical laboratory, and Geotechnical Services (Subsurface Explorations) through a subconsultant.

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

- Task Manager(s) - Responsible for the management of individual tasks within the program including schedule, budget, and deliverables. May require licensure as a professional engineer (task specific) and must have demonstrated experience in project management and infrastructure/pavement engineering.
- The Geotechnical Lead who is an Illinois Licensed Professional Engineer, or other qualified professional with a minimum of five years of demonstrated experience in the analysis, interpretation, and validation of soil and rock testing data, in determining the engineering properties of various subsurface materials, and using solid soil/rock mechanics.
- The Liaison Engineer who will assume duties as Project Manager for all aspects of the work (must be an Illinois Licensed Professional Engineer).
- The person(s) who will be in charge of QA Lab and Field Testing.
- QC/QA Level I, Level II and Level III (HMA and PCC) Certified Testing Technicians.
- The Materials QA Technician.
- ACI Grade 1 and PCI Level I & II- Quality Control Personnel Certification Program (for precast)
- CWI and UT Level II (Steel Fabrication).
- The Field Drilling Supervisor.

Schedule: This project is scheduled to start in Spring 2016.

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

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

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

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

ITEM 4 - ATTACHMENT A

INSPECTION REQUIREMENTS

SECTION I - INSPECTORS

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

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

SECTION II - CONDUCT OF INSPECTORS

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

SECTION III - SHOP INSPECTION

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

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

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

1. General surface inspection as material is processed and exposed to view, noting imperfections. View cut edge of plates for indications of internal defects.
2. Observe thermal cutting and computer numerically controlled (CNC) equipment to determine if it appears to be performing properly.
3. Check the mill identification, sizes of sections and thickness of plates, verifying that approved materials are used, with special attention to the use and location of Fracture Critical Material.
4. Determine that dies and punches are in acceptable condition, of correct size, and used within the limits set by the contract, the manufacturer or industry practice as appropriate.
5. Check that reamed holes are cylindrical, that burrs are removed and no drilling debris remains between shop contact surfaces.
6. Periodically monitor the installation and tightening of high strength bolts to insure that the selected tightening procedure is properly used. Each day that bolts are to be installed in slip critical connections, rotational capacity tests shall be performed and inspection wrenches shall be calibrated in a device indicating bolt tension prior to testing.
7. Steel templates for reaming or drilling shall have hardened bushings positioned based on the inscribed centerlines used to locate each template, and they shall be properly secured.
8. Bolted splice plates shall be properly fitted and secured prior to reaming or drilling. Parts assembled for drilling or reaming holes to full size shall be aligned and secured after verifying proper hole spacing and edge distances.
9. Techniques used in assembling beams, girders, trusses, rigid frames or arches shall not damage members, and the desired geometry (camber, horizontal curvature, etc.) shall be verified before reaming, unless otherwise approved by the Engineer.
10. Field bolted splices and other reamed assembled (RA) or drilled assembled (DA) elements shall be plainly match-marked, and the match-marking diagrams shall be checked. Erection (piece and match) marks shall be made with low or mini-stress dies in areas of members and splice plates specified on the shop drawings.
11. Check pins, bushings and pin holes for size, location and surface finish. Obtain certification of pin and bushing material and any required heat treatment process.
12. All finished members shall be free of general or localized twists, bends, kinks or other distortions exceeding contract tolerances.

13. All loose pieces are to be bolted or otherwise secured for shipment, and small parts properly cushioned and boxed or otherwise secured against loss and damage in transit.
14. Check for “lefts” or “rights” and number of parts.
15. Surfaces to be shop coated shall be properly cleaned and surface profile verified prior to application. Priming must be done within 24 hours of cleaning and prior to any surface rusting,
16. ILDOT approved batches of paint are to be applied in accordance with the Contract and manufacturer’s product data sheet. Verify paint batch approval by the TOLLWAY. Monitor mixing of components, humidity, metal and air temperature, and application patterns.
17. All thermal cutting shall be mechanically guided. No hand-held thermal cutting of final edges shall be allowed without the approval of the TOLLWAY, and re-entrant cuts must be finished in accordance with Contract requirements.
18. Verify QC measurements for center-to-center of bearings, camber and sweep. Make random checks of stiffener and lateral bracing locations as well as their hole layouts. If errors are found, require more complete dimension checks by QC to define extent of the problem.
19. Check workmanship (dimensions, straightness, finish, etc.) in accordance with requirements of applicable specifications.
20. Check that splice plates and fills are properly positioned before drilling or reaming. No metal fragments or foreign material other than paint shall remain between shop bolted components.
21. Mill test reports should be obtained from the Contractor’s QC or the TOLLWAY and correlated with the primary member material used in the structure. A material assignment sheet may be obtained from QC or developed by the QA Inspector. Mill reports or independent lab tests must verify satisfactory toughness testing for “CVN,” “NTR” or Fracture Critical material. The material grade (e.g., Gr. 36, 50, 50W) must comply with the shop drawings. All steel material shall be certified on the mill report to be domestically produced (“Melted and Manufactured in the USA,” or similar).
22. Report significant fabrication deficiencies (e.g., requiring substantial removal and replacement of welds or paint, mis-located holes, misaligned members) on the daily log, including their cause and correction. Proposals to correct errors potentially affecting the adequacy of the member shall be submitted by the QC to the TOLLWAY prior to repairs. Attachment and removal of temporary fabrication or handling must employ TOLLWAY approved methods.
23. Any erection devices shown on the approved shop drawings warrant the same inspection required for permanent material, but mill test reports and evidence of domestic origin are not required for temporary items not purchased by the TOLLWAY.

SECTION IV – WELDING

Prior to Welding:

1. The QA Inspector shall verify the current qualifications of each welder for process(es) and position(s) used on the project. Welder qualification shall be performed in accord with the applicable AWS code (D.1.1, D1.2 or D1.5) and the QA Inspector may witness alignment of the test plates, the welding preparation of the coupons, and/or tests performed in the fabricator’s shop. (In the absence of test facilities in the shop, the fabricator shall forward the properly identified coupons to a testing laboratory acceptable to the Tollway) Also, discuss with quality control the traceability of each welder’s work, noting that no permanent indications (die stamps, welded figures) shall be allowed on finished work.
2. Ensure weld procedures are ILDOT approved and understood by the welders, welding foremen and

quality control.

3. Prior to fitting welded joints, examine the condition of the material, especially for defects or contamination in the joint area.
4. Check fit-up of joints that are to be welded, including root face, angle of bevel, the alignment of the parts, and the uniformity of root opening.
5. When applicable, ensure run-on/run-off tabs are of adequate length, shape and size to allow full weld throat the entire length of the joint.
6. Check surfaces to be welded for cleanliness, with mill scale and rust removed to the extent required, and absences of moisture, lubricants or other foreign material detrimental to welding.
7. Visually inspect tack welds for integrity and defects. They are to be as small as practical. No temporary welds are allowed on any flange or web solely for positioning or restraint. Tack welds on flanges and webs must be incorporated in the final weld.
8. Review weld joints shown on the shop drawings for potential conditions which may require weld sequencing or heating parameters not specified on the approved weld procedure, and notify QC and the TOLLWAY of such situations.
9. Review shop report forms utilized for nondestructive testing and discuss any concerns with Quality Control.
10. Discuss the condition and calibration of welding equipment with Quality Control. Verify gauges (amperage, temperature, wire feed speed, voltage, etc.) are periodically checked for accuracy and adjusted or replaced if necessary, and that calibration equipment is periodically certified and properly utilized.

During Welding:

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

and/or pressure. If misalignment is significant, corrective work shall be done using QC proposed methods approved by the TOLLWAY.

8. If welds are to be ground smooth and flush, final finishing should be parallel to the direction of the main stress in a member. All welds shall terminate in a satisfactory manner.

After Welding:

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

SECTION V – RADIOGRAPHY AND RADIOGRAPHIC INSPECTION

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

SECTION VI – MAGNETIC PARTICLE INSPECTION

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

SECTION VII – ULTRASONIC INSPECTION

1. Ultrasonic testing (UT) required by the Contract shall be performed by the Contractor. The Contractor is to submit a report to the QA Inspection of all findings. The QA Inspector shall be familiar with proper UT application, and periodically witness testing, including set-up and recalibration. If satisfied with the technique and the test results, the QA Inspector shall sign the UT reports. If the Engineer requires QA verification testing of the Contractor's findings or to examine areas not requiring UT in the Contract, the QA Inspector must be qualified as a Level II in UT by testing, training and experience in accordance with the current edition of the American Society for Nondestructive Testing Recommended Practice No. SNT-TC-1A.

2. UT may also be required at field locations utilizing the Consultant's equipment when requested by the TOLLWAY. (The Tollway shall provide access, traffic control and assistance as required.)
3. For UT performed by the Contractor, the QA Inspector shall include the original reports in the project file and return one signed copy to the fabricator. For UT performed by the QA Inspector, a copy shall not be provided to the Contractor unless directed by the Engineer. The QA Inspector shall forward the original UT reports to the TOLLWAY at the end of the project.

SECTION VIII – SHOP CLEANING AND PAINTING

1. QA Inspectors shall carefully review the ILDOT Standard Specifications and Contract Special Provisions covering the shop cleaning and painting of structural steel and verify that requirements are met. In case of disagreements on interpretation or acceptance between the QA and QC Inspectors, the Engineer will provide guidance.
2. Structural steel should not be shop cleaned or painted until its fabrication has been accepted by QC; this is not mandatory, but represents good practice, and the QA Inspector shall mandate recleaning and/or repainting if deficient areas are coated. Blast cleaned surfaces shall have proper profile and cleanliness. If necessary to achieve the required profile, thermal cut edges shall be ground before blasting. Primer must be applied within 24 hours and before any rust is visible.
3. The shop coat(s) shall be inspected for proper mixing, application, dry film thickness of individual or multiple coats, proper curing or preceding coats, and uniform coverage. Unless otherwise provided for small batches, the inspector shall have an approved test report identification issued by the Department for the batch of paint used. If not, the fabricator Contractor must submit samples taken from the batch (with the QA Inspector witnessing) to the TOLLWAY's Materials Group for testing prior to painting. Paint must be applied when the temperature and humidity are within acceptable limits and during the manufacturer's prescribed pot life. Paint may only be thinned in accordance with the manufacturer's guidelines.
4. Special attention shall be given to shop installed bolts. Cleaning, profile, subsequent primer coverage and adhesion shall be carefully monitored. For mechanically galvanized bolts installed before blasting, some galvanizing may remain after cleaning, as long as primer adhesion is not impaired. For black ASTM A490 bolts in painted areas, if blasting does not produce adequate profile due to the hard surface, exposed bolt surfaces must be cleaned and spot primed with a suitably adherent coating before priming the adjacent steel.
5. After shop painting, care shall be taken in the handling, storage and shipping of material to avoid damage or contamination (oil, etc.) of the surface. All damage noted shall be repaired in accordance with Contract requirements and the paint manufacturers' guidelines prior to shipment.
6. Verify gauges (dry film thickness, profile, temperature, humidity, etc.) are routinely calibrated and that calibration equipment is recertified as necessary.

1.4.5 Item 5: I-15-4656, Elgin O'Hare Western Access, I-294 to I-90.

This project has a 21% D/M/WBE participation goal and 0.5% VOS/SDVOSBE participation goal.

Phase II engineering services are required for the preparation of contract plans and specifications for the Elgin O'Hare Western Access mainline from I-294 to I-90 in DuPage and Cook Counties, Illinois. This project is for the Western Access corridor between the Tri-State Tollway and Franklin Street/Green Street and for the Tri-State Tollway between North Avenue and Wolf Road in Cook County, Illinois. The Tollway is finalizing design limits; therefore, the Tollway may modify project limits and scope at the time of negotiations that could include additional roadway and bridges.

The work generally encompasses design associated with roadway and bridge construction and shall include but not be limited to the following:

1. Design services for preparing contract plans, special provisions and estimates for widening and reconstruction and rehabilitation of existing mainline and ramp pavements and bridges as defined by the Tollway.
2. Performing bridge inspections for existing bridges to be rehabilitated and preparing Bridge Condition Reports and making recommendations for the scope of required services.
3. Design services for preparing contract plans, special provisions and estimates for new mainline and ramp pavements as defined by the Tollway.
4. Performing Bridge Type Studies for new bridges proposed to be constructed.
5. Performing Type, Size and Location (TS&L) drawings for new bridge and retaining wall construction.
6. Design services for preparing contract plans, special provisions and estimates for new bridges, retaining walls and interchanges.
7. Design of All Electronic Tolling infrastructure.
8. Performing analyses for new drainage structure installation and modification of the existing drainage system.
9. Erosion control for all construction zones.
10. Provide design of appropriate landscape and soil erosion/sedimentation control measures as necessary in accordance with the Tollway's Environmental Studies manual.
11. Design services for preparing plans, contract plans and special provisions for installation of pavement markings, delineators and signage for the contract limits.
12. Provide barrier warrant analyses for all necessary locations and installation of guardrail, anchors and terminals to conform to the current AASHTO Guidelines and Illinois Tollway criteria.
13. Electrical design services for updating existing roadway and underpass lighting and installing new roadway and underpass lighting as required by the Tollway's Lighting Standards and design criteria.
14. Provide maintenance of traffic plans including those for impacts to local facilities.
15. Utility coordination for protection and / or relocation of utilities.
16. Preparation of plats of acquisition and legal descriptions.
17. Coordinate and prepare railroad agreements.
18. Perform geotechnical studies.
19. Prepare all required permits.
20. Perform INVEST planning and design evaluations.
21. Perform environmental studies.
22. All other appurtenant and miscellaneous items.

The following structures are included in this project:

- Tri-State Tollway over Grand Avenue.
- Tri-State Tollway over Union Pacific Railroad.
- Northbound Tri-State Tollway to Northbound Western Access Ramp over Tri-State Tollway and Union Pacific Railroad.
- Southbound Western Access to Southbound Tri-State Tollway over Union Pacific Railroad

Construction estimate: Over \$300,000,000.

The prime firm must be prequalified by IDOT in the following categories:

Highways (Freeways)
Structures (Bridges: Complex)
Special Plans (Traffic Signals)
Special Plans (Lighting: Complex Lighting)
Special Services (Surveying)
Special Services (Electrical Engineering)
Special Services (Mechanical Engineering)
Special Services (Architecture)

The Tollway will allow a Prime consultant to meet the prequalification for Special Plans (Lighting: Complex Lighting), Special Plans (Traffic Signals), Special Services (Surveying), Special Services (Electrical Engineering), Special Services (Mechanical Engineering) and Special Services (Architecture) through a subconsultant.

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

- The person who will assume the duties of the Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer).
- The person who will be responsible for drainage design and hydraulic modeling related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for railroad design related issues (must be an Illinois Licensed Professional Engineer).
- The Environmental Lead (EL) is the staff member from the DSE charged with coordinating the DSE team's environmental studies.
- The person(s) who will perform the QC/QA review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements.

Schedule: Design for this project is scheduled to start in Spring 2016. Construction for this work has not been scheduled.

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

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

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

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

1.4.6 Item 6: I-15-4657, Elgin O'Hare Western Access, I-294 to I-90.

This project has a 18% D/M/WBE participation goal and 0.5% VOS/SDVOSBE participation goal.

Phase II engineering services are required for the preparation of contract plans and specifications for the Elgin O'Hare Western Access mainline from I-294 to I-90 in DuPage and Cook Counties, Illinois. This project is for the Western Access corridor between the Franklin/Green Street Interchange and Bensenville Yard in Cook County, Illinois. The Tollway is finalizing design limits; therefore, the Tollway may modify project limits and scope at the time of negotiations that could include additional roadway and bridges.

The work generally encompasses design associated with roadway and bridge construction and shall include but not be limited to the following:

1. Design services for preparing contract plans, special provisions and estimates for new mainline and ramp pavements as defined by the Tollway.
2. Performing Bridge Type Studies for new bridges proposed to be constructed.
3. Performing Type, Size and Location (TS&L) drawings for the new bridge and retaining wall construction.
4. Design services for preparing contract plans, special provisions and estimates for new bridges, retaining walls and interchanges.
5. Performing analyses for new drainage structures installation and modification of existing drainage system.
6. Erosion control design for all construction zones.
7. Provide design of appropriate landscape and soil erosion/sedimentation control measures as necessary in accordance with the Tollway's Environmental Studies manual.
8. Design services for preparing contract plans and special provisions for installation of pavement markings, delineators and signage for the contract limits.
9. Provide barrier warrant analyses for all necessary locations and installation of guardrail, anchors and terminals to conform to the current AASHTO Guidelines and Illinois Tollway criteria.
10. Electrical design services for updating existing roadway and underpass lighting and installing new roadway and underpass lighting as required by the Tollway's Lighting Standards and design criteria.
11. Provide maintenance of traffic plans including those for impacts to local facilities.
12. Utility coordination for protection and / or relocation of utilities.
13. Preparation of plats of acquisition and legal descriptions.
14. Coordinate and prepare railroad agreements.
15. Perform geotechnical studies.
16. Prepare all required permits.
17. Perform INVEST planning and design evaluations.
18. Perform environmental studies
19. All other appurtenant and miscellaneous items.

The following structures are included in this project:

- Western Access over the Union Pacific Railroad, Franklin Avenue entrance ramp to the Southbound Western Access and over Franklin Avenue.
- Western Access over Northbound Entrance Ramp to Northbound Western Access.

Construction estimate: Over \$150,000,000.

The prime firm must be prequalified by IDOT in the following categories:

- Highways (Freeways)**
- Structures (Bridges: Complex)**
- Special Plans (Traffic Signals)**
- Special Plans (Lighting: Complex Lighting)**
- Special Services (Surveying)**

The Tollway will allow a Prime consultant to meet the prequalification for Special Plans (Lighting: Complex Lighting), Special Plans (Traffic Signals), Special Services (Surveying), through a subconsultant.

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

- The person who will assume the duties of the Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer).
- The person who will be responsible for drainage design and hydraulic modeling related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for railroad design related issues (must be an Illinois Licensed Professional Engineer).
- The Environmental Lead (EL) is the staff member from the DSE charged with coordinating the DSE team's environmental studies.
- The person(s) who will perform the QC/QA review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements.

Schedule: Design for this project is scheduled to start in Spring 2016. Construction for this work has not been scheduled.

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

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

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

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

1.4.7 Item 7: I-15-4658, Elgin O'Hare Western Access, I-294 to I-90.

This project has a 22% D/M/WBE participation goal and 1.0% VOS/SDVOSBE participation goal.

Phase II engineering services are required for the preparation of contract plans and specifications for the Elgin O'Hare Western Access mainline from I-294 to I-90 in DuPage and Cook Counties, Illinois. This project is for the proposed Bensenville Yard Underpass in Cook County, Illinois. The Tollway is finalizing design limits; therefore, the Tollway may modify project limits and scope at the time of negotiations that could include additional roadway and bridges.

The work generally encompasses design associated with roadway and bridge construction and shall include but not be limited to the following:

1. Design services for preparing contract plans, special provisions and estimates for new mainline and ramp pavements as defined by the Tollway.
2. Performing Bridge Type Studies for new bridges proposed to be constructed.
3. Performing Type, Size and Location (TS&L) drawings for the new bridge and retaining wall construction.
4. Design services for preparing contract plans, special provisions and estimates for new bridges and retaining walls.
5. Performing analyses for new drainage structures installation and modification of existing drainage system.
6. Erosion control design for all construction zones.
7. Provide design of appropriate landscape and soil erosion/sedimentation control measures as necessary in accordance with the Tollway's Environmental Studies manual.
8. Design services for preparing contract plans and special provisions for installation of pavement markings, delineators and signage for the contract limits.
9. Provide barrier warrant analyses for all necessary locations and installation of guardrail, anchors and terminals to conform to the current AASHTO Guidelines and Illinois Tollway criteria.
10. Electrical design services for installing new roadway and underpass lighting as required by the Tollway's Lighting Standards.
11. Provide maintenance of traffic plans including those for impacts to local facilities.
12. Utility coordination for protection and / or relocation of utilities.
13. Preparation of plats of acquisition and legal descriptions.
14. Coordinate and prepare railroad agreements.
15. Perform geotechnical studies.
16. Prepare all required permits.
17. Perform INVEST planning and design evaluations.
18. Perform environmental studies
19. All other appurtenant and miscellaneous items.

The following structures are included in this project:

- Union Pacific Railroad over Western Access Tollway
- Metra Railway over Western Access Tollway
- Canadian Pacific Railroad over Western Access Tollway

Construction estimate: Over \$300,000,000.

The prime firm must be prequalified by IDOT in the following categories:

Highways (Freeways)
Structures (Bridges: Complex)
Structures (Bridges: Railroad Bridges)
Special Plans (Pumping Stations)
Special Plans (Lighting: Complex Lighting)
Hydraulic Reports (Pump Station)
Environmental Reports (Environmental Assessment)

Special Transportation Studies (Railway Engineering)
Special Services (Surveying)
Special Services (Electrical Engineering)
Special Services (Mechanical Engineering)
Special Services (Architecture)

The Tollway will allow a prime consultant to meet the prequalifications for Special Plans (Pumping Stations), Special Plans (Lighting: Complex Lighting), Hydraulic Reports (Pump Station), Environmental Reports (Environmental Assessment), Special Transportation Studies (Railway Engineering), Special Services (Surveying), Special Services (Electrical Engineering), Special Services (Mechanical Engineering) and Special Services (Architecture) through a subconsultant.

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

- The person who will assume the duties of the Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer).
- The person who will be responsible for drainage design and hydraulic modeling related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for railroad design related issues (must be an Illinois Licensed Professional Engineer).
- The Environmental Lead (EL) is the staff member from the DSE charged with coordinating the DSE team's environmental studies.
- The person(s) who will perform the QC/QA review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements.

Schedule: Design for this project is scheduled to start in Spring 2016. Construction for this work has not been scheduled.

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

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

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

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

1.4.8 Item 8: I-15-4659, Elgin O'Hare Western Access, Design and Construction Management Services Upon Request.

This project has a 18% D/M/WBE participation goal and 1.0% VOS/SDVOSBE participation goal.

Phase II and Phase III engineering services are required for the preparation of contract plans and specifications, construction inspection, and supervision at selected locations for various projects on the Elgin O'Hare Western Access corridor (EOWA) in DuPage and Cook Counties, Illinois. The Consultant is expected to be knowledgeable in earthwork operations.

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

The EOWA project will require a substantial amount of fill material for construction of roadway embankments. The Tollway expects that this fill come from a number of sources from within and from outside of the EOWA corridor. The firm for this contract will be required to understand the complexities associated with mass grading and embankment construction utilizing multiple sources of fill with varying conditions (suitable, organic, contaminated). The firm will conduct technical studies, prepare engineering studies, and prepare contract plans for earthwork for the EOWA corridor. The firm will also provide construction management services to ensure that the material is placed and managed appropriately and efficiently.

Environmental Site Assessments

Environmental Site Assessments are required for the evaluation and identification of impacted soils and the preparation of soil management plans and documentation required for soil disposal for various Tollway projects, and in accordance with Illinois Environmental Protection Agency (IEPA) regulations and guidance. This level of effort may require participation at all levels of project development, from the identification of recognized environmental concerns/potentially impacted properties, determination of concentrations of chemical constituents, proposal of soil management plans, through preparation of LPC-662 and LPC-663 forms. This effort may also include reviewing and revising existing Tollway contracts and coordinating with other Tollway DSEs for environmental services related to the above. This may require the preparation of contract plans and specifications for soil management, which may also include the re-packaging of existing Tollway contract plans and specifications at selected locations.

The studies shall be complete and shall include, but not be limited to the following:

1. Conduct environmental due diligence with regard to soil disposal.
2. In accordance with the Tollway's Environmental Studies Manual, conduct database searches, site reconnaissance, Transaction Screening Analyses, Environmental Site Assessments (ESAs), and/or soil sampling.
3. Identify any Recognized Environmental Concerns (RECs) and Potentially Impacted Properties (PIPs).
4. Conduct soil sampling for PIPs, as described in the Environmental Studies Manual.
5. Based on study results and/or laboratory analysis, determine which soils can be disposed of at a Clean Construction or Demolition Debris (CCDD) facility.
6. Complete forms LPC-662 or -663.
7. Sign and stamp, as necessary, form LPC-663.
8. Prepare a Soils Management Memorandum.
9. Work with the Tollway, or at the Tollway's request the DSE, to identify project specific soil management protocol.
10. Conduct data collection using GPS and GIS programs that are compatible with Tollway technology.

All coordination with the resource and regulatory agencies, including but not limited to IEPA, shall be conducted through the Tollway, unless otherwise directed. The Consultant will be expected to assemble information and documents necessary for the Tollway to perform such coordination.

Work orders under the blanket agreement will be negotiated and authorized by the Tollway on an as-needed basis. Typical tasks will include, but not be limited to:

1. Western Access Corridor Advance Earthwork
2. Phase II Environmental Site Assessments for the EOWA Corridor.
3. On-call and as needed work on the EOWA corridor.

The upper limit of compensation will be set at \$6,500,000 to be authorized for use as individual projects are needed.

Firms must be prequalified by IDOT in the following category:

**Special Services (Construction Inspection)
Highways (Freeways)
Special Services (Landscape Architecture)
Environmental Reports: Environmental Assessments (EA)
Special Services: Hazardous Waste**

The Tollway will allow a prime consultant to meet the prequalification for Special Services Landscape Architecture), Environmental Reports: Environmental Assessments (EA) and Special Services: Hazardous Waste through a subconsultant.

Additional Statement of Interest Requirements

Statements of Interest must include at least three examples of experience conducted within the last two years.

Statements of Interest must include examples of previous projects that required studies, design, and coordination similar to that required for this contract.

- The person who will perform the duties of the Environmental Professional must hold a bachelor's degree or above in civil, chemical, environmental engineering, or geology; have at least three years' experience in special waste assessments and current HAZWOPER certification.
- The person who will be signing the LPC-662 must be an Illinois Licensed Professional Engineer or Professional Geologist.

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

- The person who will assume the duties of the Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for electrical related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for mechanical related issues (must be an Illinois Licensed Professional Engineer).
- The person(s) who will perform the QC/QA review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements.
- The Resident/Liaison Engineer.
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must

possess a current IDOT Construction Document certificate. Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.)

- The Materials QA Technician.
- The person who will perform the Environmental Professional.
- The person(s) who will be the Environmental Inspectors, who must have experience in this position.

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

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

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

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

1.4.9 Item 9: I-15-4660, Land Acquisition Services Upon Request

This project has a 20% D/M/WBE participation goal and 1.0% VOS/SDVOSBE participation goal.

The Tollway requests Land Acquisition Services, with an emphasis on Relocation Assistance Services, on an as-needed basis as directed by the Chief Engineer. These services shall be coordinated with existing Tollway staff and with the PMO, Traffic Engineering and Consulting Engineering Consultants and may include the following tasks:

This is a five year contract and will provide support for the Tollway's *Move Illinois* Capital Program. The upper limit of compensation will be set at \$3,000,000 to be authorized for use as individual projects are needed.

Relocation Assistance Services:

- The consultant shall know and conform to the policies and procedures for implementation of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act); 49 CFR 24 Uniform Relocation Assistance and Real Property Acquisition for Federally-Assisted Programs; state statutes, and federal and Illinois case law.
- The Consultant and/or its personnel shall be on IDOT's Fee Relocation Agent's list in accordance with IDOT's Land Acquisition Policies and Procedures Manual (LAPPM). Relocation work performed by the Relocation Agent must be in accordance with the LAPPM.
- The Consultant shall prepare a relocation plan, when requested, for the full scope of each project in accordance with the LAPPM. All identified relocation units on the project, including advanced acquisitions, must be addressed in the relocation plan.
- It may be necessary for a completed relocation plan to be supplemented due to a change in the Tollway's project. These supplements, or relocation plan addenda, will be assigned to the Relocation Agent in a separate work order as the need arises.
- The Consultant shall be required to provide relocation assistance, advisory services, and determine the amount of payments to be provided to a displaced person.
- The Consultant shall be required to personally contact the property owner or occupant at the onset of the relocation process, present the appropriate informational letter, and provide information about the relocation advisory assistance and payments that will be made available to them. The Consultant is required to remain in continual personal contact with the displaced person throughout the relocation process to assist in their relocation.
- The Consultant shall maintain an accurate and up-to-date file for each relocation unit, including moving expense records, replacement housing payment records, all relevant correspondence and the Relocation Assistance Unit Record.
- Appearances in court and/or pretrial conferences, which include depositions, may be required for the relocation services requested herein.

General Land Acquisition Services:

- Administrative Assistance. Assist in the internal day-to-day administration of the Land Management Group with respect to land acquisitions which may include the reviewing of correspondence, the transmitting and tracking of Tollway documents.
- Communications and outreach coordination and facilitation. Tasks assigned may include establishing an external communications outreach plan to disseminate project and program information as requested.
- The Tollway may assign tasks for the purpose of obtaining land acquisition services such as appraisal, review appraisals, negotiations, relocation assistance, and incidental land surveys.
- Services for the preparation of Environmental Site Assessments, architectural analysis, building structural analysis, and mechanical equipment relocation.

The work generally encompasses relocation services and, when requested, land acquisition services, consulting, surveying, and drafting legal descriptions services for the following projects that shall include but not be limited to the following:

1. Elgin O'Hare West Bypass.
2. Maintenance Facilities.
3. Systemwide.
4. On-Call and as needed.

Firms must be prequalified by IDOT in the following categories:

Special Services (Surveying)
Special Services (Electrical Engineering)
Special Services (Mechanical Engineering)
Special Services (Architecture)
Special Services (Hazardous Waste)
Special Services (Asbestos Abatement Surveys)
Structures (Advance Typical)

The Tollway will allow a prime firm to meet the prequalifications for Special Services (Electrical Engineering), Special Services (Mechanical Engineering), Special Services (Architecture), Special Services (Hazardous Waste), and Special Services (Asbestos Abatement Surveys) through a subconsultant.

In addition to the above prequalification, the Tollway prefers that the Firms (or their subconsultants) be in, and show compliance with Appraiser Management Company Registration Act (PA 097-602) enacted August 26, 2011 and effective January 1, 2012. The Tollway prefers that the Firms have the following:

Illinois Certified General Appraisers licensed per (225 ILCS 458/) Real Estate Appraiser Licensing Act of 2002.

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

- The person who will assume the duties of the Project Manager for all aspects of the work.
- The person(s) who will assume the duties of the lead relocation agent.
- The person(s) who will assume the duties for appraising.
- The person(s) who will assume the duties of review appraising.
- The person(s) who will assume the duties of negotiation.
- The person(s) who will assume the duties of land surveying.
- The person(s) responsible for QA/QC.

The following personnel may be required under this contract, but do not need to be listed on Exhibit A:

- The persons or firm who will assume the duties of the negotiator for specialty Right-Of-Way Acquisitions such as utilities, railroads, and existing highway (preferred that they have experience and knowledge of the Illinois Toll Highway Act (Toll Highway Act, 605 ILCS 10/) and they do not have to be on IDOT's Land Acquisition Services, Approved Specialty List).
- The persons or firm who will assume the duties of the lead relocation agent for specialty Right-Of-Way Acquisitions such as utilities, railroads, and existing highway (preferred they have experience and knowledge of Illinois Toll Highway Act (Toll Highway Act, 605 ILCS 10/), the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act as amended (hereinafter "Uniform Act") and the implementing regulations in 49 CFR Part 24, and they do not have to be on IDOT's Land Acquisition Services, Approved Specialty List).

Schedule: This project is scheduled to start in 2016.

This project may be managed through the Tollway's web-based project management system. If required the Consultant will 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.

PART II: CONTRACT CLAUSES AND REQUIREMENTS

2.1 CONSULTANT/SUBCONSULTANT CONFLICTS OF INTEREST WITHIN TOLLWAY PROJECTS

The Tollway has received questions regarding prime consultant and sub consultant 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).

2.2 FINANCIAL INFORMATION

2.2.1 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.

2.2.2 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.

2.2.3 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

2.2.4 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.

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

2.4 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.

2.5 PARTNERSHIP – MENTOR/PROTÉGÉ PROGRAM GUIDELINES

The Mentor Protégé Program and Documents have been updated effective June 2015, and are available on the Tollway’s Website at: <http://www.illinoistollway.com/doing-business/diversity-programs/mentor-protégé-partnership-program>.

The June 2015 update expands the Mentor/Protégé Program with a new set of program documents to include Veteran-Owned Small Businesses (VOSBs) and Service-Disabled Veteran-Owned Small Businesses (SDVOSBs) in addition to DBE firms. Separate Exhibit E – Partnership-Mentor/Protégé Program - Memorandum of Understanding forms are available for use with a DBE firm or a VOSB/SDVOSB firm.

2.6 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 and Letter of Intent with its SOI. Refer to Section 5, Exhibits, for submittal instructions.

2.7 TEAMING AGREEMENT (Formerly Joint Venture Agreement)

The action of joining forces with another consultant to submit on a Professional Services Bulletin (PSB) is now called Teaming. All policies and procedures referring to Joint Venture still apply, with Teaming as the new name of the effort. The Joint Venture terminology is no longer being used.

Team offers shall comply with the same requirements set forth for individual offers, including but not limited to the submittal (under the Team's SOI code name) of the Statement of Interest, SOI Team Spreadsheet, Exhibits, and Disclosures. A Team offer represents a unique submittal, and shall not be combined with an individual offer from the Team Lead or submittals from other, unique teams.

Team members must clearly be identified with the Statement of Interest submittal, and Team Lead shall be considered the Prime Consultant upon selection. The selection criteria for the Team will include the Team members' prequalification categories, and the sum of the individual firm's work capacity and evaluation history.

The Tollway requires the Team to perform no less than 40% of the work, meaning the Team cannot subcontract more than 60% of the project work. The scope of work to be performed by each Team member and its subcontractors must be clearly defined and leave no room for interpretation in the Statement of Interest. Each Team member must make a substantial contribution to the performance of the work being completed by the Team. What is meant by substantial depends upon the number of participants in the Team, the professional qualifications of each member, and the nature of the work being performed.

The Tollway **DOES NOT** have a form for Teaming Agreements. The firms submitting as a Team are required to obtain and submit their Teaming Agreement. A Teaming Agreement, signed by all members, **MUST** be submitted within ten (10) business days after contract negotiations and prior to Board award. The Teaming Agreement will clearly identify the Team members, their percentage interest / share, as well as respective rights and responsibilities. The Teaming Agreement shall further designate a Team Lead who will assume responsibility for invoicing. The Team may have no more than three participants.

Each Team member 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 Team member will procure and maintain policies that meet the required Prime's level of coverage and shall indemnify the Team against claims arising from their performance under the Team, as well as agreeing to be joint and severally liable upon termination of the Team. In the event of the termination of the Team, the insurance and indemnification rights of the Team 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.

Team Statement of Interest (SOI) submittal requirement overview:

- Designate a single point of contact who shall serve as the Team's primary contact with the Tollway.
- Indicate the Team member responsible for each prequalification category.
- The Team Lead shall submit outstanding work obligations, and Forms A or Forms B disclosures (as applicable) for each of the Team members.
- Identify the Team member responsible for invoicing.
- For Exhibit A, plus other required documents specified in the PSB, combine the information for all participating Team members.
- Submit the Teaming Agreement within ten (10) days after contract negotiation and prior to Board award.

A firm planning to submit a Statement of Interest as a Team is required to contact the Tollway for a Team SOI Firm Name Code. Contact Terri Smith via e-mail at terri.smith@getipass.com. The Team SOI Firm Name Code as provided by the Tollway is required to identify and process the submittal as a Team proposal.

Only the Team Lead is required to fill out a SOITEAM.xls spreadsheet on behalf of the Team. It is imperative that the other Team members do NOT submit a SOITEAM.xls spreadsheet if they are not the Team Lead. The Team Lead must clearly identify the Team members and subconsultants doing work for or in conjunction with the Team within the Team SOITEAM.xls spreadsheet submittal.

Example of a Team (TM) submittal:

Companies forming Team are:

- Company A
- Company B
- Company C

Team Firm Name Code as provided by the Tollway is: ABC_TM

Team members naming parameters are:

- ABC_TM (Company A) "Managing Partner"
- ABC_TM (Company B) ABC_TM (Company C)
- Subcontractors to the Team Lead: J. Smith Consulting (Company B)
- F.J. Engineering (Company C)
- Subcontractors to the Team members: 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 Team Code name as provided by the Tollway, followed by the actual firm name of the Team Lead in parenthesis.
- Subconsultants (Team participants) to the Teaming Agreement are to be listed under "Subconsultant Firm Name" by identifying the Team Code Name followed by the actual firm name in parenthesis.
- Subconsultants to a Team member are to be listed after the Team member, 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 your Team is not submitting.
- Submit one (1) SOITEAM.xls spreadsheet per Team (i.e. if you enter into more than one Team (different participants) you will need to submit a separate SOITEAM.xls spreadsheet for each. **Note:** not for each item but for each separate, unique Team).
- 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 for item 8 into the tab for item 1.
- When submitting the offer or submitting information to the Tollway, ensure you use the correct Team Code name as provided by the Tollway. Only the Team Lead should submit PSB e-mails.
- Outstanding work obligations, and certification and disclosure forms shall be submitted by the Team Lead on behalf of each of the Team members.

Below is a sample of how the Team members and subcontractors are to be entered and submitted within the SOITEAM.xls spreadsheet.

		Primary Contact Information	
Prime Consultant Firm Name	FEIN Number	Name	Phone Number
ABC_TM (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_TM (Company A)	ABC_TM (Company B)	2#####1	Ida Ingells
ABC_TM (Company A)	ABC_TM (Company C)	2#####1	Jerry James
ABC_TM (Company A)	G. Engineering (Company A)	34#####	Allan Adams
ABC_TM (Company A)	Materials Inc. (Company A)	3#####4	Greg Gardener
ABC_TM (Company A)	Surveying Services (Company B)	4#####3	Heidi Hey
ABC_TM (Company A)	Jersey Consulting (Company B)	56#####	Belinda Barnes
ABC_TM (Company A)	KL Services (Company C)	5#####6	Kenny Klinger
ABC_TM (Company A)	L MN Engineering (Company C)	6#####5	Lewis Light

2.8 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 the entire 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 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.

2.9 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

2.10 QUALITY ASSURANCE PREQUALIFICATION CATEGORY

From 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 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/>

2.11 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.

2.12 CONSULTANT CONTRACT FORMS

Standard forms, exhibits and associated instructions to be used by construction management and design services engineering consultants in preparing proposals and agreements with the Tollway are located on the Tollway website. Contracts will be awarded based on the standard Agreement templates. Selected consultants should be prepared to execute the appropriate Agreement template. Any exceptions shall be noted in the consultant's Statement of Interest.

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

PART III: LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

3.1 OFFEROR COMMITMENT and SIGNATURE

Include the Offeror Commitment and Signature pages in each Statement of Interest following the Table of Contents. These pages are shown below, and are available on the Tollway website and through this link: <http://www.illinoistollway.com/doing-business/construction-engineering/professional-services-bulletin>

OFFER TO PROVIDE PROFESSIONAL SERVICES

By completing and signing this form, the Offeror makes an offer to the Illinois Tollway. Offeror should also use this form as a final check list to ensure that all required documents are completed and included with the SOI. Offeror must mark each blank below as appropriate; mark N/A when a section is not applicable to the PSB Item offered. Offeror understands that failure to submit this form or meet all requirements is cause for disqualification.

1. **PSB Review:** Offeror reviewed the PSB, including all referenced documents and instructions, completed all blanks, provided all required information, correctly labeled / named its SOI files, and demonstrated how it will meet the Tollway's requirements.
 Yes No

2. **Addenda:** Offeror acknowledges receipt of any and all addenda to this PSB, and has taken those into account in making this offer.
 Yes – List Addenda numbers here: _____ No Not Applicable

3. **Submission of all Documentation Required in PSB 15-2:** Offeror is submitting with its SOI any and all documents required in PSB 15-2. The most current forms are listed on the Tollway website: <http://www.illinoistollway.com/doing-business/construction-engineering/professional-services-bulletin> (Doing Business: Construction and Engineering – Joint Resources – Professional Services Bulletin). Exhibits from previous Professional Services Bulletins will not be accepted. Offeror understands that incomplete or missing documentation will render the offer non-responsive.
 Yes No

4. **Statements of Interest:** Offeror is submitting a separate Statement of Interest (SOI) for each PSB item. The SOI is submitted in adobe.pdf format and labeled as described in 4.4 Submittal Instructions, using the SOI FIRM NAME CODE provided by the Tollway. The Offeror is submitting under its firm's full, legal name, and if applicable, the full, legal names of its team members.
 Yes No

5. **Exhibit A:** The Offeror provided with its SOI, "key" project personnel specific to each SOI submitted, including subconsultants, resumes, category of work, etc.
 Yes No

6. **DBE and VOSB/SDVOSB Evidence:** Offeror's and/or subconsultant's evidence of certification from acceptable agencies is attached to the SOI.
 Yes No Not Applicable

7. **Exhibit B:** The Offeror provided with its SOI, the Location/Design - Environmental Questionnaire for applicable items.
 Yes No Not Applicable

8. **Exhibit C: Current Obligations:** The Offeror provided current work obligations in dollars. The Teaming Agreement's Team Lead provided current work obligations on behalf of each of the Team member firms. Exhibit C is submitted in pdf format and labeled as described in the e-mail instructions, using the SOI FIRM NAME CODE provided by the Tollway.
 Yes No Not Applicable

9. **Exhibit D: Availability of Key Project Personnel:** The Offeror provided with its SOI, Exhibit D, which must include Key personnel as identified in the item detail, for both Prime and subconsultants.
 _____Yes _____No _____Not Applicable
10. **Exhibit E: Mentor-Protégé Memorandum of Understanding:** Exhibit E is provided with the SOI if the SOI identifies a Mentor-Protégé partnership. The Offeror entered the DBE commitment and percentage breakdowns in the SOITEAM Excel spreadsheet.
 _____Yes _____No _____Not Applicable
11. **Exhibit F: State of Illinois Veteran Small Business Participation and Utilization Plan and Letter of Intent:** The Offeror provided with its SOI, the State of Illinois Veteran Small Business Participation and Utilization Plan and Letter of Intent for items that include a VOSB/SDVOSBE goal.
 _____Yes _____No _____Not Applicable
12. **SOITEAM SPREADSHEETS:** The Offeror identified the Prime, subconsultant(s) and DBE and VOSB/SDVOSBE percentage breakdowns, and left no blank cells. Ranges and "TBD" are not acceptable.
 _____Yes _____No _____Not Applicable
13. **FORMS A or FORMS B Certification/Disclosure Forms (version 15.2) and Illinois Tollway Standard Business Terms and Conditions:** The Offeror provided certification and disclosure forms and Illinois Tollway Terms and Conditions for itself and its Team member firms. The Disclosures are submitted in pdf format and labeled as described in the e-mail instructions, using the SOI FIRM NAME CODE provided by the Tollway.
 _____Yes _____No
14. **Illinois Board of Elections Registration:** The Offeror understands that Primes MUST be registered with the Illinois Board of Elections prior to the submittal of the offer (Statement of Interest), and has enclosed a copy of the registration certificate with the Certification/ Disclosure forms.
 _____Yes _____No

2.0 SIGNATURE CERTIFICATION

By submitting a response to this SOI, each Offeror unequivocally acknowledges that the Offeror has read and fully understands this SOI, and that the Offeror has asked questions and received satisfactory answers from the Tollway regarding any provisions of this SOI with regard to which the Offeror desired clarification. By signature below, the Principal of the Offeror certifies the information contained in the SOI is true and accurate.

SIGNATURE CERTIFICATION

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

On behalf of the firm _____ (enter firm full legal name) and its team members, if any (as identified in this Statement of Interest), I certify that I am the firm's _____ (enter title), 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.

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

Date _____ Signature _____
 Print Name _____

3.2 RESERVED

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. Refer to paragraph 4.3.4 for guidelines.

- Exhibit A: Proposed Staff
 - Required - Submit with SOI
- Exhibit B: Environmental Questionnaire
 - If required by the item, submit with SOI
- Instructions for Completing Exhibit C
- Exhibit C: Current Obligations
 - Required - Submit as a separate pdf document
- Exhibit D: Availability of Key Project Personnel
 - Required - Submit with SOI
- Exhibit E-DBE: Partnership- Mentor/Protégé Program
 - If proposing a mentor-protégé arrangement with a DBE firm, this Exhibit is required.
 - Submit with SOI
- Exhibit E-VOSB: Partnership- Mentor/Protégé Program
 - If proposing a mentor-protégé arrangement with a VOSB/SDVOSB, this Exhibit is required.
 - Submit with SOI
- Exhibit F: Veteran Small Business Participation and Utilization Plan
 - If the item includes a Veteran Goal, this Exhibit is required - Submit with SOI
- Illinois Tollway Standard Business Terms and Conditions
 - Required - Submit with Forms A or Forms B Disclosures
- SOITEAM Spreadsheet
 - Required - Submit as a separate Excel file

Exhibit A – Proposed Staff PSB 15-2

Please provide the information for the following Key Project Personnel, (Key Project Personnel are defined as those specific positions identified in each PSB Item, 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 (Items 1, 2, 3, 5, 6, 7, 8)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Resident Engineer (Items 1, 2, 3, 8)			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Materials Coordinator (Items 1, 2, 3, 8)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Document Technician (Items 1, 2, 3, 8)			
Name:			
Firm:			
Category:	Documentation Certificate Number		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Materials QA Technician (Items 1, 2, 4, 8)			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Project Controls Engineer (Item 3)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Structural Design (Items 5, 6, 7)			
Name:			
Firm:			
Category:	Illinois Licensed Structural Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Environmental Lead (Items 5, 6, 7, 8)			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Project Engineer (Items 5, 6, 7, 8)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

QA/QC (Items 5, 6, 7, 8)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer Illinois Licensed Structural Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Exhibit A – Proposed Staff PSB 15-2, continued

The personnel named in Exhibit A must also be listed on Exhibit D: Availability of Key Project Personnel

Environmental Inspector (Item 8)			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Task Manager (Item 4)			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Geotechnical Lead (Item 4)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Liaison Engineer (Item 4)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

QC/QA Technician (Item 4)			
Name:			
Firm:			
Category:	Level I, Level II and Level III (HMA and PCC) Certified Testing Technicians		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

QA Lab and Field Testing Lead (Item 4)			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Quality Control (Item 4)			
Name:			
Firm:			
Category:	ACI Grade 1, PCI Level I & II		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Steel Fabricator (Item 4)			
Name:			
Firm:			
Category:	CWI and UT Level II		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Field Drilling Supervisor (Item 4)			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Drainage Design & Hydraulic Modeling (Items 5, 6, 7)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Exhibit A – Proposed Staff PSB 15-2, continued

The personnel named in Exhibit A must also be listed on Exhibit D: Availability of Key Project Personnel

Railroad Design (Items 5, 6, 7)		
Name:		
Firm:		
Category:	IL Licensed Professional Engineer	
License #:		
Year Registered:		State:
Office Address:		
City:		State:

Electrical Lead (Item 8)		
Name:		
Firm:		
Category:	IL Licensed Professional Engineer	
License #:		
Year Registered:		State:
Office Address:		
City:		State:

Mechanical Lead (Item 8)		
Name:		
Firm:		
Category:	IL Licensed Professional Engineer	
License #:		
Year Registered:		State:
Office Address:		
City:		State:

Project Manager (Item 9)		
Name:		
Firm:		
Category:		
License #:		
Year Registered:		State:
Office Address:		
City:		State:

Lead Relocation Agent (Item 9)		
Name:		
Firm:		
Category:		
License #:		
Year Registered:		State:
Office Address:		
City:		State:

Appraiser (Item 9)		
Name:		
Firm:		
Category:		
License #:		
Year Registered:		State:
Office Address:		
City:		State:

Review Appraiser (Item 9)		
Name:		
Firm:		
Category:		
License #:		
Year Registered:		State:
Office Address:		
City:		State:

Negotiator (Item 9)		
Name:		
Firm:		
Category:		
License #:		
Year Registered:		State:
Office Address:		
City:		State:

Land Surveyor (Item 9)		
Name:		
Firm:		
Category:		
License #:		
Year Registered:		State:
Office Address:		
City:		State:

QA/QC (Item 9)		
Name:		
Firm:		
Category:		
License #:		
Year Registered:		State:
Office Address:		
City:		State:

Exhibit A – Proposed Staff

PSB 15-2 continued

The personnel named in Exhibit A must also be listed on Exhibit D: Availability of Key Project Personnel

Other Required Key Staff:

Required Prequalification Category**			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Required Prequalification Category**			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Required Prequalification Category**			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Required Prequalification Category**			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Required Prequalification Category**			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Required Prequalification Category**			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

*If work is being performed by a Subconsultant list firm name also.

**Note the specific function listed in the Item description for Key Personnel

Attach resumes for Key Project Personnel.

Management	Professionals	Subconsultant Professionals
Total _____	Engineers _____ Land Surveyors _____ Architects _____ Crew Others _____ Total _____	Technicians _____ Draftsmen _____ Survey _____ Clerical _____ Other _____ Total _____
Total Projected 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 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.)

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.)



Exhibit B (continued)

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	_____	_____	_____



Exhibit B (continued)

	<u>Individual Name</u>	<u>Firm Name</u>	<u>Office Location</u>
*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 the first page of **Exhibit C**, 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 the second page of **Exhibit C**, 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, complete and submit the third of **Exhibit C**, 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 the first two pages of Exhibit C. The table for this information is found in Exhibit C at the bottom of the second page.

EXHIBIT C



Current Obligations of Work for the Illinois State Tollway Highway Authority

(Name of Your Firm)

Your firm as Prime Consultant

PSB No.	Total Project Fee	<u>Fee Remaining without Subconsultants</u>					
		0-6 Months		7-18 Months		>18 Months	
		Design	Constr.	Design	Constr.	Design	Constr.
<u>Total as Prime:</u>	<u>(enter here & table on Page 3)</u>						

EXHIBIT C



Current Obligations of Work for the Illinois State Tollway Highway Authority

(Name of Your Firm)

Your firm as Subconsultant:

Consultant You Are Subcontracted to	PSB No.	Total Project Fee	Fee Remaining						
			0-6 Months		7-18 Months		>18 Months		
			Design	Constr.	Design	Constr.	Design	Constr.	
<u>Total as Subconsultant:</u>	(enter here & table on Page 4)								

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	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 E-DBE - PARTNERSHIP–MENTOR/PROTÉGÉ PROGRAM
FOR
DISADVANTAGED BUSINESS ENTERPRISES (DBEs)**

PSB: 15-2 ITEM: Item

MEMORANDUM OF UNDERSTANDING
BETWEEN:

THE MENTOR:	FIRM NAME ADDRESS	A	THE PROTÉGÉ:	FIRM NAME ADDRESS
Mentor	Mentor Address	N	Protege	Protege Address_
		D		

Note: The DBE goal is separate and distinct from the VOSB goal. A single firm may not be utilized to achieve credit toward both DBE and VOSB goals on a single project. Therefore, the protégé participation must match the goal for which the protégé is being utilized.

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–DBE Mentor/Protégé Program. The purpose of the Program is to facilitate the Tollway’s professional services consultants with:

- A. Meeting Disadvantaged Business Enterprise/Minority Business Enterprise/Women 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.

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: Technical Scope

-
- Work not applicable to prequalification category(ies) %__%
Scope: Non Covered 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*).

Protege needs

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

Mentor assistance

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
 Contract #(s)

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

Areas of Assistance:

Assistance

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

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

Areas of Assistance:

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
 Contract #(s)

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

Areas of Assistance:

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

Date Contract # Description of Scope

Date Contract Description

Date Contract Description

Date Contract Description

B. Has the DBE firm participated in a Mentor/Protégé Agreement on a Tollway project YES NO completed within the last five years? If yes, list the following for each project(s).

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

C. Is the DBE firm currently participating in a Mentor/Protégé Agreement on a Tollway YES NO project? If yes, list the following for each project(s).

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

D. Has the DBE firm participated in a Mentor/Protégé Agreement on an Illinois YES NO Department of Transportation project completed within the last five years? If yes, list the following for each project(s).

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

- 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.

Explanation

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 DBE Mentor-Protégé Agreement will be prepared in accordance with the current guidelines of the Tollway’s Partnership–DBE 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

(Date)

(Date)

**EXHIBIT E-VOSB - PARTNERSHIP-MENTOR/PROTÉGÉ PROGRAM
FOR
VETERAN AND SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESSES (VOSBs)**

PSB: 15-2 ITEM:Item

**MEMORANDUM OF UNDERSTANDING
BETWEEN:**

THE MENTOR:	FIRM NAME ADDRESS	A N D	THE PROTÉGÉ:	FIRM NAME ADDRESS
Mentor	Mentor Address		Protege	Protege Address_

Note: The VOSB goal is separate and distinct from the DBE goal. A single firm may not be utilized to achieve credit toward both VOSB and DBE goals on a single project. Therefore, the protégé participation must match the goal for which the protégé is being utilized.

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–VOSB Mentor/Protégé Program. The purpose of the Program is to facilitate the Tollway’s professional services consultants with:

- E. Meeting Veteran and Service-Disabled Veteran Owned Small Business (VOSB) participation goals,
- F. Establishing new partnerships with VOSB firms that have no prior experience providing professional services to the Tollway,
- G. Continuing technical and nontechnical support for VOSB firms that have limited experience providing professional services to the Tollway, and
- H. Assisting VOSB firms with building their capacity and becoming and/or remaining self-sufficient, competitive, and profitable business enterprises.

A **VOSB** means a business certified by the State of Illinois Department of Central Management Services (CMS) as a Veteran-owned small business or Service-disabled Veteran-owned small business.

Professional Services shall be defined as Architecture, Landscape Architecture, Professional Engineering and Professional Land Surveying.

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: Technical Scope

-
- Work not applicable to prequalification category(ies) %__%
Scope: Non Covered 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*).

Protege needs

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

Mentor assistance

III. MENTOR EXPERIENCE WITH THE PROGRAM

D. 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
 Contract #(s)

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

Areas of Assistance:

Assistance

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

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

Areas of Assistance:

Assistance

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

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

Areas of Assistance:

Assistance

IV. PROTÉGÉ EXPERIENCE WITH THE PROGRAM

A. Has the VOSB 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

<u>Date</u>	<u>Contract #</u>	<u>Description of Scope</u>
<u>Date</u>	<u>Contract</u>	<u>Description</u>
<u>Date</u>	<u>Contract</u>	<u>Description</u>
<u>Date</u>	<u>Contract</u>	<u>Description</u>

B. Has the VOSB firm participated in a Mentor/Protégé Agreement on a Tollway YES NO project completed within the last five years? If yes, list the following for each project(s).

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

C. Is the VOSB firm currently participating in a Mentor/Protégé Agreement on a YES NO Tollway project? If yes, list the following for each project(s).

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

D. Has the VOSB firm participated in a Mentor/Protégé Agreement on an Illinois YES NO Department of Transportation project completed within the last five years? If yes, list the following for each project(s).

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

- 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.

Explanation

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 VOSB Mentor-Protégé Agreement will be prepared in accordance with the current guidelines of the Tollway’s Partnership–VOSB 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

(Date)

(Date)

NOTICE REGARDING EXHIBIT F
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 (VOSB/SDVOSBE) goal of the work to be performed under the contract as a sub-consultant. **NOTE THAT FAILURE TO PROVIDE A UTILIZATION PLAN AND LETTER OF INTENT 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 VOSB/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 VOSB/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 VOSB/SDVOSBE, all of 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 VOSB/SDVOSBE certification by the Illinois Department of Central Management Services;
- 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 VOSB/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 VOSB/SDVOSBE certified firms on Illinois Tollway contracts may be eligible to be counted toward the fulfillment of VOSB/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 VOSB/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 VOSB/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 VOSB/SDVOSBE firms’ listed work categories are eligible to be counted toward the fulfillment of VOSB/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 VOSB/SDVOSBE firm(s) to satisfactorily perform the proposed work; and
 - Ensure the VOSB/SDVOSBE has a current VOSB/SDVOSBE certification letter and/or No Change Affidavit.

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

EXHIBIT F - State of Illinois VETERAN-OWNED SMALL BUSINESS PARTICIPATION, UTILIZATION PLAN and LETTER OF INTENT for Professional Services

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 consultant and subconsultant. 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.** This goal is also applicable to supplemental work within the scope of work provided by the VOSB/SDVOSB vendor. 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 indicating that the goal will be met by self-performance.**

The VOSB goal is separate and distinct from the DBE goal. A single firm may not be utilized to achieve credit toward both VOSB and DBE goals on a single project.

Following are guidelines for Vendor's completion of the Utilization Plan. **Please read the guidelines carefully.** A format for the Utilization Plan is included in this section. 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.

Failure to complete a Utilization Plan and/or provide Good Faith Effort Documentation shall render the Statement of Interest non-responsive or non-responsible.

Visit <http://www2.illinois.gov/cms/business/sell2/Pages/VeteranownedBusinesses.aspx> for complete requirements and to apply for certification in the Veteran Business Program.

1. If applicable where there is more than one prime vendor, the Utilization Plan should include an executed Teaming Agreement specifying the terms and conditions of the relationship between the parties and their relationship and responsibilities to the contract. The Teaming 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 Teaming 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 proposals to other vendors is prohibited. The Agency may request additional information to demonstrate compliance. Vendor agrees to cooperate promptly with the Agency in submitting to interviews, allowing entry to places of business, providing further documentation, and to soliciting the cooperation of a proposed certified VOSB/SDVOSB vendor. 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. Vendor Assurance:** Vendor shall not discriminate on the basis of race, color, national origin, sexual orientation or sex in the performance of this contract. Failure by Vendor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the Agency deems appropriate. This assurance must be included in each subcontract that Vendor signs with a subconsultant.
- 5. Calculating Certified VOSB/SDVOSB Vendor Participation:** The Utilization Plan documents work anticipated to be performed, or provided by all certified VOSB/SDVOSB vendors and paid for upon satisfactory completion/delivery. 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 shall be counted.
 - 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.
 - 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.
 - 5.5.** A Vendor shall not count towards the goal expenditures that are not direct, necessary and related to the work of the contract. Only the amount of services or goods that are directly attributable to the performance of the contract shall be counted. Ineligible expenditures include general office overhead or other Vendor support activities.

6. **Good Faith Effort Procedures:** Vendor must submit a Utilization Plan and Letters of Intent that meet or exceed the published goal. If Vendor cannot meet the stated goal, Vendor must document and explain within the Utilization Plan the good faith efforts it undertook to meet the goal. Utilization Plans are due at the time of submittal of Statement of Interest. **Vendors will not be permitted to correct goal deficiencies after the Statement of Interest due date.** 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.

- 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. **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 total dollar value of certified VOSB/SDVOSB vendor work calculated in the approved Utilization Plan as a percentage of the awarded contract value 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;

- 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 Statement of Interest; 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 or delivery of material 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.

**EXHIBIT F - VOSB UTILIZATION PLAN –
PROFESSIONAL SERVICES**

Click here to enter text. (Vendor) 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 Click here to enter text., Illinois Procurement Bulletin Reference Number Click here to enter text. . We understand that all subconsultants must be certified with the CMS Veteran Small Business Program at the time of submission of all bids / offers. 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 makes the following assurance and agrees to include the assurance in each agreement, subcontract and/or purchase order with a subcontractor or supplier utilized on this contract: We shall not discriminate on the basis of race, color, national origin, sexual orientation or sex in the performance of this contract. Failure to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the Agency deems appropriate.

Vendor submits the following statement:

- Vendor is a certified VOSB/SDVOSB and plans to fully meet the goal through self-performance.
- Vendor has identified certified VOSB/SDVOSB subcontractor(s) to fully meet the established goal and submits the attached completed Letter(s) of Intent; or
- Vendor has made good faith efforts towards meeting the entire goal, or a portion of the goal, and hereby requests a waiver (complete checklist below).

Vendor's person responsible for compliance:

Name: Click here to enter text.

Title: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

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 non-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 within the respective commodity/service codes denoted above and at a minimum email all listed vendors and solicit quotes from all vendors who express an interest via follow-up emails or telephone calls.

- 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 project scope 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. Vendors are not required to accept higher quotes from certified VOSB/SDVOSB vendors if the price difference is excessive or unreasonable.
- 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 bids and proposals in Vendor's efforts to meet the goal.
- Make efforts to assist interested certified VOSB/SDVOSB vendors in obtaining lines of credit or insurance as required by the Agency.

EXHIBIT F - Letter of Intent

Instructions: The Prime Vendor is required to submit a separate, signed Letter of Intent (LOI) from each VOSB 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 the VOSB certified vendor(s) from providing subconsultant proposals to other potential vendors. Each LOI must include the negotiated contract percentage and a detailed scope of work to be performed by each identified VOSB certified vendor. All LOIs shall be subject to Agency approval. Any changes involving or affecting the identified VOSB certified vendor may not be permitted without written approval of the procuring Agency.

Project Name: _____ Project/Solicitation Number: _____

Name of Prime Vendor: _____ VOSB Compliance Contact: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____ Email: _____

Name of Certified VOSB Vendor: _____

Address: _____ VOSB Compliance Contact: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____ Email: _____

Type of agreement: Services

Anticipated start date of the Certified VOSB Vendor: _____

Proposed _____% of Contract to be performed by the VOSB Vendor.

NOTE: The Prime Vendor must indicate the percentage of the estimated contract award that will be subcontracted to the certified VOSB Vendor.

Detailed description of work to be performed by the VOSB Vendor:

The Vendor and the certified vendor above hereby agree that upon the execution of a contract for the above-named project between the Vendor and the State of Illinois, the Certified VOSB Vendor will perform the scope of work in the percentage as indicated above.

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

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

Signature

Signature

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



ILLINOIS TOLLWAY
STANDARD BUSINESS TERMS AND CONDITIONS

ILLINOIS TOLLWAY CONTRACT NO.: _____

CONTRACTOR NAME: _____

1. PAYMENT TERMS AND CONDITIONS:

- 1.1 Late Payment: Payments, including late payment charges, will be paid in accordance with the State Prompt Payment Act and rules when applicable. 30 ILCS 540; 74 Ill. Adm. Code 900. This shall be Vendor's sole remedy for late payments by the State. Payment terms contained on Vendor's invoices shall have no force and effect.
1.2 Minority Contractor Initiative: Any Vendor awarded a contract under Section 20-10, 20-15, 20-25 or 20-30 of the Illinois Procurement Code (30 ILCS 500) of \$1,000 or more is required to pay a fee of \$15. The Comptroller shall deduct the fee from the first check issued to the Vendor under the contract and deposit the fee in the Comptroller's Administrative Fund. 15 ILCS 405/23.9.
1.3 Expenses: The State will not pay for supplies provided or services rendered, including related expenses, incurred prior to the execution of this contract by the Parties even if the effective date of the contract is prior to execution.
1.4 Prevailing Wage: As a condition of receiving payment Vendor must (i) be in compliance with the contract, (ii) pay its employees prevailing wages when required by law, (iii) pay its suppliers and subcontractors according to the terms of their respective contracts, and (iv) provide lien waivers to the State upon request. Examples of prevailing wage categories include public works, printing, janitorial, window washing, building and grounds services, site technician services, natural resource services, security guard and food services. The prevailing wages are revised by the Department of Labor and are available on the Department's official website, which shall be deemed proper notification of any rate changes under this subsection. Vendor is responsible for contacting the Illinois Department of Labor to ensure understanding of prevailing wage requirements at 217-782-6206 or (http://www.state.il.us/agency/idol/index.htm).
1.5 Federal Funding: This contract may be partially or totally funded with Federal funds. If federal funds are expected to be used, then the percentage of the good/service paid using Federal funds and the total Federal funds expected to be used will be provided in the award notice.
1.6 Invoicing: By submitting an invoice, Vendor certifies that the supplies or services provided meet all requirements of the contract, and the amount billed and expenses incurred are as allowed in the contract. Invoices for supplies purchased, services performed and expenses incurred through June 30 of any year must be submitted to the State no later than August 21 of that year; otherwise Vendor may have to seek payment through the Illinois Court of Claims. 30 ILCS 105/25. All invoices are subject to statutory offset. 30 ILCS 210.

Vendor(s) are required to attest to the standards set forth in this contract and must include the following statement on every one of their invoices delivered to the Tollway pursuant to statute 605 ILCS 10/16.1.

This statement must be imprinted on the invoice or an attachment attesting to the following statement:

Invoice# _____ Invoice Date _____

“The Seller, _____ (insert vendor name) hereby certifies that the goods, merchandise and wares shipped in accordance with the attached delivery invoice have met all the required standards set forth in the purchasing contract”.

Authorized Representative

If the Vendor does not comply with attesting to the statute 605 ILCS 10/16.1 this will cause delay in payment.

All invoices must include original order date to ensure accurate and timely payment processing.

1.6.1 Vendor shall not bill for any taxes unless accompanied by proof that the State is subject to the tax. If necessary, Vendor may request the applicable Agency/University state tax exemption number and federal tax exemption information.

1.6.2 Vendor shall invoice at the completion of the contract unless invoicing is tied in the contract to milestones, deliverables, or other invoicing requirements agreed to in the contract.

2. ASSIGNMENT: This contract may not be assigned, transferred in whole or in part by Vendor without the prior written consent of the State.

3. SUBCONTRACTING: For purposes of this section, subcontractors are those specifically hired to perform all or part of the work covered by the contract. Vendor must receive prior written approval before use of any subcontractors in the performance of this contract. Vendor shall describe, in an attachment if not already provided, the names and addresses of all authorized subcontractors to be utilized by Vendor in the performance of this contract, together with a description of the work to be performed by the subcontractor and the anticipated amount of money that each subcontractor is expected to receive pursuant to this contract. If required, Vendor shall provide a copy of any subcontracts within 15 days after execution of this contract. Vendor shall notify the State of any additional or substitute subcontractors hired during the term of this contract. If required, Vendor shall provide to the State a copy of all such subcontracts within 15 days after execution of the subcontract. All subcontracts must include the same certifications that Vendor must make as a condition of this contract. Vendor shall include in each subcontract the subcontractor certifications as shown on the Standard Subcontractor Certification form available from the State. If at any time during the term of the Contract, Vendor adds or changes any subcontractors, Vendor must promptly notify, by written amendment to the Contract, the State Purchasing Officer or the Chief Procurement Officer of the names and addresses and the expected amount of money that each new or replaced subcontractor will receive pursuant to the Contract.

4. AUDIT/RETENTION OF RECORDS: Vendor and its subcontractors shall maintain books and records relating to the performance of the contract or subcontract and necessary to support amounts charged to the State pursuant the contract or subcontract. Books and records, including information stored in databases or other computer systems, shall be maintained by the Vendor for a period of three years from the later of the date of final payment under the contract or completion of the contract, and by the subcontractor for a period of three years from the later of final payment under the term or completion of the subcontract. If federal funds are used to pay contract costs, the Vendor and its subcontractors must retain its records for five years. Books and records required to be maintained under this section shall be available for review or audit by representatives of: the procuring Agency/University, the Auditor General, the Executive Inspector General, the Chief Procurement Officer, State of Illinois internal auditors or other governmental entities with monitoring authority, upon reasonable notice and during normal business hours. Vendor and its subcontractors shall cooperate fully with any such audit and with any investigation conducted by any of these entities. Failure to maintain books and

records required by this section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the contract for which adequate books and records are not available to support the purported disbursement. The Vendor or subcontractors shall not impose a charge for audit or examination of the Vendor's books and records. 30 ILCS 500/20-65.

5. **TIME IS OF THE ESSENCE:** Time is of the essence with respect to Vendor's performance of this contract. Vendor shall continue to perform its obligations while any dispute concerning the contract is being resolved unless otherwise directed by the State.
6. **NO WAIVER OF RIGHTS:** Except as specifically waived in writing, failure by a Party to exercise or enforce a right does not waive that Party's right to exercise or enforce that or other rights in the future.
7. **FORCE MAJEURE:** Failure by either Party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control and not due to its negligence, including acts of nature, acts of terrorism, riots, labor disputes, fire, flood, explosion, and governmental prohibition. The non-declaring Party may cancel the contract without penalty if performance does not resume within 30 days of the declaration.
8. **CONFIDENTIAL INFORMATION:** Each Party, including its agents and subcontractors, to this contract may have or gain access to confidential data or information owned or maintained by the other Party in the course of carrying out its responsibilities under this contract. Vendor shall presume all information received from the State or to which it gains access pursuant to this contract is confidential. Vendor information, unless clearly marked as confidential and exempt from disclosure under the Illinois Freedom of Information Act, shall be considered public. No confidential data collected, maintained, or used in the course of performance of the contract shall be disseminated except as authorized by law and with the written consent of the disclosing Party, either during the period of the contract or thereafter. The receiving Party must return any and all data collected, maintained, created or used in the course of the performance of the contract, in whatever form it is maintained, promptly at the end of the contract, or earlier at the request of the disclosing Party, or notify the disclosing Party in writing of its destruction. The foregoing obligations shall not apply to confidential data or information lawfully in the receiving Party's possession prior to its acquisition from the disclosing Party; received in good faith from a third Party not subject to any confidentiality obligation to the disclosing Party; now is or later becomes publicly known through no breach of confidentiality obligation by the receiving Party; or is independently developed by the receiving Party without the use or benefit of the disclosing Party's confidential information.
9. **USE AND OWNERSHIP:** All work performed or supplies created by Vendor under this contract, whether written documents or data, goods or deliverables of any kind, shall be deemed work for hire under copyright law and all intellectual property and other laws, and the State of Illinois is granted sole and exclusive ownership to all such work, unless otherwise agreed in writing. Vendor hereby assigns to the State all right, title, and interest in and to such work including any related intellectual property rights, and/or waives any and all claims that Vendor may have to such work including any so-called "moral rights" in connection with the work. Vendor acknowledges the State may use the work product for any purpose. Confidential data or information contained in such work shall be subject to confidentiality provisions of this contract.
10. **INDEMNIFICATION AND LIABILITY:** The Vendor shall indemnify and hold harmless the Tollway and State of Illinois, their agencies, officers, employees, agents and volunteers from any and all costs, demands, expenses, losses, claims, damages, liabilities, settlements and judgments, including in-house and contracted attorneys' fees and expenses, arising out of: (a) any breach or violation by Vendor of any of its certifications, representations, warranties, covenants or agreements; (b) any actual or alleged death or injury to any person, damage to any property or any other damage or loss claimed to result in whole or in part from Vendor's negligent performance; or (c) any negligent act, activity or omission of Vendor or any of its employees,

representatives, subcontractors or agents. Neither Party shall be liable for incidental, special, consequential or punitive damages.

11. **INSURANCE:** Vendor shall, at all time during the term and any renewals maintain and provide a Certificate of Insurance naming the State as additional insured for all required bonds and insurance. Certificates may not be modified or canceled until at least 30 days' notice has been provided to the State. Vendor shall provide: (a) General Commercial Liability occurrence form in amount of \$1,000,000 per occurrence (Combined Single Limit Bodily Injury and Property Damage) and \$2,000,000 Annual Aggregate; (b) Auto Liability, including Hired Auto and Non-owned Auto, (Combined Single Limit Bodily Injury and Property Damage) in amount of \$1,000,000 per occurrence; and (c) Worker's Compensation Insurance in amount required by law. Insurance shall not limit Vendor's obligation to indemnify, defend, or settle any claims.
12. **INDEPENDENT CONTRACTOR:** Vendor shall act as an independent contractor and not an agent or employee of, or joint venture with the State. All payments by the State shall be made on that basis.
13. **SOLICITATION AND EMPLOYMENT:** Vendor shall not employ any person employed by the State during the term of this contract to perform any work under this contract. Vendor shall give notice immediately to the Agency's director if Vendor solicits or intends to solicit State employees to perform any work under this contract.
14. **COMPLIANCE WITH THE LAW:** The Vendor, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations, orders, federal circulars and all license and permit requirements in the performance of this contract. Vendor shall be in compliance with applicable tax requirements and shall be current in payment of such taxes. Vendor shall obtain at its own expense, all licenses and permissions necessary for the performance of this contract.
15. **BACKGROUND CHECK:** Whenever the State deems it reasonably necessary for security reasons, the State may conduct, at its expense, criminal and driver history background checks of Vendor's and subcontractors officers, employees or agents. Vendor or subcontractor shall reassign immediately any such individual who, in the opinion of the State, does not pass the background check.
16. **APPLICABLE LAW:** This contract shall be construed in accordance with and is subject to the laws and rules of the State of Illinois. The Department of Human Rights' Equal Opportunity requirements (44 Ill. Adm. Code 750) are incorporated by reference. Any claim against the State arising out of this contract must be filed exclusively with the Illinois Court of Claims. 705 ILCS 505/1. The State shall not enter into binding arbitration to resolve any contract dispute. The State of Illinois does not waive sovereign immunity by entering into this contract. The official text of cited statutes is incorporated by reference. An unofficial version can be viewed at www.ilga.gov/legislation/ilcs/ilcs.asp.
17. **ANTI-TRUST ASSIGNMENT:** If Vendor does not pursue any claim or cause of action it has arising under federal or state antitrust laws relating to the subject matter of the contract, then upon request of the Illinois Attorney General, Vendor shall assign to the State rights, title and interest in and to the claim or cause of action.
18. **CONTRACTUAL AUTHORITY:** The Agency that signs for the State of Illinois shall be the only State entity responsible for performance and payment under the contract. When the Chief Procurement Officer or authorized designee signs in addition to an Agency, they do so as approving officer and shall have no liability to Vendor. When the Chief Procurement Officer or authorized designee, or State Purchasing Officer signs a master contract on behalf of State agencies, only the Agency that places an order with the Vendor shall have any liability to Vendor for that order.
19. **NOTICES:** Notices and other communications provided for herein shall be given in writing by registered or certified mail, return receipt requested, by receipted hand delivery, by courier (UPS, Federal Express or other

similar and reliable carrier), by e-mail, or by fax showing the date and time of successful receipt. Notices shall be sent to the individuals who signed the contract using the contact information following the signatures. Each such notice shall be deemed to have been provided at the time it is actually received. By giving notice, either Party may change the contact information.

20. **MODIFICATIONS AND SURVIVAL:** Amendments, modifications and waivers must be in writing and signed by authorized representatives of the Parties. Any provision of this contract officially declared void, unenforceable, or against public policy, shall be ignored and the remaining provisions shall be interpreted, as far as possible, to give effect to the Parties' intent. All provisions that by their nature would be expected to survive, shall survive termination. In the event of a conflict between the State's and the Vendor's terms, conditions and attachments, the State's terms, conditions and attachments shall prevail.
21. **PERFORMANCE RECORD / SUSPENSION:** Upon request of the State, Vendor shall meet to discuss performance or provide contract performance updates to help ensure proper performance of the contract. The State may consider Vendor's performance under this contract and compliance with law and rule to determine whether to continue the contract, suspend Vendor from doing future business with the State for a specified period of time, or to determine whether Vendor can be considered responsible on specific future contract opportunities.
22. **FREEDOM OF INFORMATION ACT:** This contract and all related public records maintained by, provided to or required to be provided to the State are subject to the Illinois Freedom of Information Act (FOIA) (50 ILCS 140) notwithstanding any provision to the contrary that may be found in this contract.
23. **SCHEDULE OF WORK:** Any work performed on State premises shall be done during the hours designated by the State and performed in a manner that does not interfere with the State and its personnel.
24. **WARRANTIES FOR SUPPLIES AND SERVICES:**
 - 24.1 Vendor warrants that the supplies furnished under this contract will: (a) conform to the standards, specifications, drawing, samples or descriptions furnished by the State or furnished by the Vendor and agreed to by the State, including but not limited to all specifications attached as exhibits hereto; (b) be merchantable, of good quality and workmanship, and free from defects for a period of twelve months or longer if so specified in writing, and fit and sufficient for the intended use; (c) comply with all federal and state laws, regulations and ordinances pertaining to the manufacturing, packing, labeling, sale and delivery of the supplies; (d) be of good title and be free and clear of all liens and encumbrances and; (e) not infringe any patent, copyright or other intellectual property rights of any third party. Vendor agrees to reimburse the State for any losses, costs, damages or expenses, including without limitations, reasonable attorney's fees and expenses, arising from failure of the supplies to meet such warranties.
 - 24.2 Vendor shall insure that all manufacturers' warranties are transferred to the State and shall provide a copy of the warranty. These warranties shall be in addition to all other warranties, express, implied or statutory, and shall survive the State's payment, acceptance, inspection or failure to inspect the supplies.
 - 24.3 Vendor warrants that all services will be performed to meet the requirements of the contract in an efficient and effective manner by trained and competent personnel. Vendor shall monitor performances of each individual and shall reassign immediately any individual who is not performing in accordance with the contract, who is disruptive or not respectful of others in the workplace, or who in any way violates the contract or State policies.

25. REPORTING, STATUS AND MONITORING SPECIFICATIONS:

- 25.1 Vendor shall immediately notify the State of any event that may have a material impact on Vendor's ability to perform the contract.
- 25.2 By August 31 of each year, Vendor shall report to the Agency or University the number of qualified veterans and certain ex-offenders hired during Vendor's last completed fiscal year. Vendor may be entitled to employment tax credit for hiring individuals in those groups. 35 ILCS 5/216, 5/217.

26. EMPLOYMENT TAX CREDIT: Vendors who hire qualified veterans and certain ex-offenders may be eligible for tax credits. 30 ILCS 500/45-67 and 45-70. Please contact the Illinois Department of Revenue (telephone #: 217-524-4772) for information about tax credits.

27. SUPPLEMENTAL PROVISIONS

27.1 TOLLWAY SUPPLEMENTAL PROVISIONS

27.1.1 Agents and Employees:

Vendor shall be responsible for the negligent acts and omissions of its agents, employees and **subcontractors in their performance of Vendor's duties under this Contract. Vendor represents that it shall** utilize the services of individuals skilled in the profession for which they will be used in performing services or supplying goods hereunder. In the event that the Tollway determines that any individual performing services or supplying goods for Vendor hereunder is not providing such skilled services or delivery of goods, it shall promptly notify the Vendor and the Vendor shall replace that individual.

27.1.2 Publicity:

Vendor shall not, in any advertisement or any other type of solicitation for business, state, indicate or otherwise imply that it is under contract to the Tollway nor shall the Tollway's name be used in any such advertisement or solicitation without prior written approval except as required by law.

27.1.3 Third Party Beneficiaries:

There are no third party beneficiaries to this Contract. This Contract is intended only to benefit the Tollway/Buyer and the Vendor.

27.1.4 Successors In Interest:

All the terms, provisions, and conditions of the Contract shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.

27.1.5 Venue:

Any claim against the Tollway arising out of this contract must be filed exclusively with Circuit Court for the Eighteenth Judicial Circuit, DuPage County, Illinois for State claims and the U.S. District Court for the Northern District of Illinois for Federal claims.

27.1.5.1 Whenever "State" is used or referenced in this Contract, it shall be interpreted to mean "Tollway".

27.1.5.2 The State Prompt Payment Act (30 ILCS 40) does not apply to the Tollway.

27.1.5.3 The Tollway is not currently an appropriated agency.

27.2 Report of a Change in Circumstances: The Contractor agrees to report to the TOLLWAY as soon as practically possible, but no later than 21 days following any change in facts or circumstances that might impact the CONTRACTOR's ability to satisfy its legal or contractual responsibilities and obligations under this contract. Required reports include, but are not limited to changes in the CONTRACTOR's Certification/Disclosure Forms, the CONTRACTOR's IDOT pre-qualification, or any certification or licensing required for this project. Additionally, (CONTRACTOR/VENDOR) agrees to report to the Tollway within the above timeframe any arrests, indictments, convictions or other matters involving the CONTRACTOR, or any of its principals, that might occur while this contract is in effect. This reporting requirement does not apply to common offenses, including but not limited to minor traffic/vehicle offenses.

Further, the CONTRACTOR agrees to incorporate substantially similar reporting requirements into the terms of any and all subcontracts relating to work performed under this agreement. The (CONTRACTOR/VENDOR) agrees to forward or relay to the Tollway any reports received from subcontractors pursuant to this paragraph within 21 days.

Finally, the CONTRACTOR acknowledges and agrees that the failure of the CONTRACTOR to comply with this reporting requirement shall constitute a material breach of contract which may result in this contract being declared void.

27.3 VENDOR SUPPLEMENTAL PROVISIONS

Vendor Supplemental Provisions:

STATE OF ILLINOIS
SOLICITATION AND CONTRACT TERMS AND CONDITIONS EXCEPTIONS

ATTACHMENT CC

_____ agrees with the terms and conditions set forth in the State of Illinois Invitation for Bid, including the standard terms and conditions, the Agency/University supplemental provisions, certifications, and disclosures, with the following exceptions:

	Excluding certifications required by statute to be made by the Vendor, both Parties agree that all of the duties and obligations that the Vendor owes to the Agency/University for the work performed shall be pursuant to the solicitation and resulting contract, and Vendor’s exceptions accepted by the State thereto as set forth below.
	STANDARD TERMS AND CONDITIONS
Section/ Subsection #	State the exception such as “add,” “replace,” and/or “delete.”
	ADDITIONAL TERMS AND CONDITIONS
New Provision(s), # et. seq.	Section/Subsection New Number, Title of New Subsection: State the new additional term or condition.

_____ hereby agrees to the exceptions provided by _____ and to the Additional Terms and Conditions provided by _____.

Agreed:	Agreed:
By:	By:
Signed:	Signed:
Position:	Position:
Date:	Date:



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

Date: _____ Project Number: _____

Project Name: _____

Sub-Contractor/Consultant Disclosure.

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

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

Upon request, our firm agrees to provide a copy of the subcontract, if required, 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 subcontracts over \$50,000 must include the same certifications that the Vendor must make as a condition of the contract. The vendor shall include in each subcontract the subcontractor certifications as shown on the Standard Subcontractor Certification form available from the State.

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

Contractor/Consultant: _____

**Federal Employment Identification
Number (FEIN)** _____

E-Mail: _____

Include an attachment if more space is needed to provide the below information. The attachment must provide the requested information.

Sub-Contractor(s)	Sub-Contractor FEIN	Address	General Type of Work	<u>Anticipated Amount to be Paid (to extent known)</u>

Print _____ Date _____

Contractor/Consultant

CONTRACTOR DELINQUENT DEBT REVIEW

PART IV: REPRESENTATIONS AND INSTRUCTIONS

4.1 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. SOIs 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.

4.2 SCHEDULE FOR CONSULTANT SELECTION

The Tollway anticipates selecting consultants based on this estimated schedule:

Task	Date Due
Complete Statements of Interest (SOIs) are due no later than 4:30:00 pm CT on this date, including all required Attachments/Exhibits as specified in this PSB.	August 21, 2015
Consultant Selection	Week of September 28, 2015
Notify Consultants of Selection	Week of September 28, 2015
Final Proposal/Agreement Due from Selected Consultant	November 02, 2015
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, must be submitted to the State Purchasing Officer (SPO) through the General Manager of Engineering at: 2700 Ogden Ave., Downers Grove, IL 60515	November 19, 2015
Notice to Proceed	December 15, 2015

4.3 GUIDELINES FOR SUBMITTING STATEMENTS OF INTEREST (SOI)

4.3.1 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.

4.3.2 All Exhibits submitted for this PSB must be current. Exhibits from previous PSBs will not be accepted.

4.3.3 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.

4.3.4 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

OFFEROR COMMITMENT and SIGNATURE

Include the Offeror Commitment and Signature pages following the Table of Contents. These pages are shown in PART III, 3.1, and are available on the Tollway website and through this link: <http://www.illinoistollway.com/doing-business/construction-engineering/professional-services-bulletin>

Section 1. Executive Summary (limit to 10 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 DBEs (Reference Section 2.8 for definition of DBE) and VOSB/SDVOSBEs. 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/SDVOSBE 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).

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.

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 accomplished within the past five (5) years, demonstrating the firm's experience in the type of work required for this project. The use of photos is highly discouraged. 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.)

Attachments:

If proposing a mentor-protégé arrangement, attach the required Exhibit E: Partnership-Mentor/Protégé Program

If the item includes a Veteran Goal, attach the required Exhibit F: Veteran Small Business Participation and Utilization Plan

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.
- 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	Submit with SOI
Exhibit B.doc	Submit with SOI, if required
Exhibit C.doc	Submit as WL.pdf
Exhibit D.doc	Submit with SOI
Offeror Commitment and Signature	Submit with SOI
Forms A or Forms B Disclosures	Submit as DS.pdf
State of Illinois Standard Business Terms and Conditions	Submit with Forms A or Forms B Disclosures
SOITEAM Spreadsheet.xls	Submit as SOITEAM.xls
Exhibit E. Partnership-Mentor/Protégé Program	Submit with SOI
Exhibit F. VOSB/SDVOSBE Utilization Plan and Letter of Intent	Submit with SOI

- 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.

4.4.2 Naming and Labeling Instructions

- All electronic submittals must be addressed to SOIPSB.15-2@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 Terri Smith at (630) 241-6800, extension 3311, for an assigned SOI Firm Name Code.
- When submitting "Team" files please, use the **new** SOI Firm Name Code assigned by the Tollway to the Team. The SOI Firm Code Name is exclusive to the electronic submittal – meaning it does not establish the name of the Team. Please contact Terri Smith at (630) 241-6800, extension 3311, for an assigned SOI Firm Name Code.
- All electronic submittals of your firm's emails subject lines MUST read: **SOIPSB15-2, SOI FIRM NAME CODE, ITEM (#'s)**. Any variation excluding SOIPSB15-2 from the subject line will result in your firm's submittal(s) being directed to a "SPAM FOLDER" which will automatically delete the email.

4.4.3 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 15-2) 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 15-2 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. Do not leave blank cells, enter "TBD," or enter a range of percentages.
 - 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

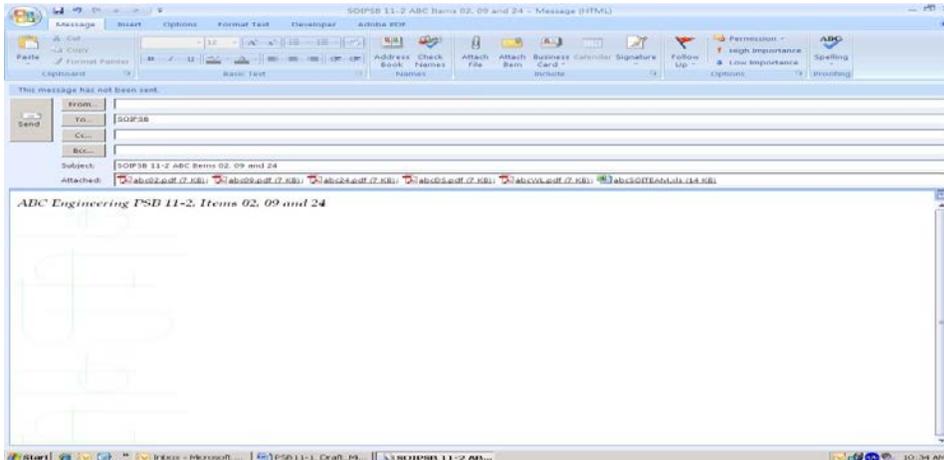
- Excel 2010 file before submitting.
- The SOI Team Spreadsheet is to be submitted only ONCE per Offeror / Team as a single Spreadsheet containing worksheets for only those item(s) for which a SOI has been submitted. **DO NOT send your spreadsheet as a .pdf file – it MUST be in the Excel format as provided.**
- NOTE: If a firm is submitting as a prime and also as a Team lead for one or more teams, a separate SOITEAM Spreadsheet must be submitted for each. **DO NOT** combine SOITEAM Spreadsheets for unique offers / entities.

4.4.4 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 / Team 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) SOI's submitted on behalf of a Teaming Agreement should use the team's unique 2-6 character SOI Team Name Code (Example: abc_TM02.pdf)
 - For your firm's Disclosure Forms (Forms A or Forms B) 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 Teaming Agreement should use the unique 2-6 character SOI Firm Name Code for each individual Team firm name followed by DS_TM. (Example: abcDS_TM.pdf, defDS_TM.pdf and ghiDS_TM.pdf). If the firms are registered on the IPG, include your IPG registration number in the body of your email. NOTE: Firms previously assigned a JV code name may be allowed to use this designation for historical consistency, but should confirm with the Tollway.
 - For your firm's Current Obligations (Exhibit C), use your 2-6 character SOI Firm Name Code, followed by WL (Example: abcWL.pdf). Exhibit C submitted on behalf of a Teaming Agreement should use the unique 2-6 character SOI Team Name Code (Example: abc_TMWL.pdf).
 - For your firm's SOITEAM Spreadsheet, use your 2-6 character SOI Firm Name Code, followed by SOITEAM.xls. (For Teams, the subject line of each should utilize the Teaming Agreement Name code assigned by the Tollway. The Team lead will submit on behalf of the participating partners and identify the partner with a (TM) following their firm name in the work sheet.) (Example: abc_TMSOITEAM.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 Spreadsheet) 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.
 - abcDS is the Disclosure Forms. One copy of the Disclosure Forms is required (unless you are submitting as a Team – if a Team, include a DS for each Team member and name as abcDS_TM.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.
 - The Illinois Tollway Standard Terms and Conditions are to be attached at the end of your Forms A or Forms B submittal.
 - abcWL is the Current Obligation Form (Exhibit C). One copy of the Current Obligations Form is required per Offeror / Team. The instructions shown on page one should not be included in your submittal.
 - abcSOITEAM.xls is the "SOI Team Prime and subconsultant PSB 15-2" Spreadsheet. Since the Spreadsheet contains a worksheet for each ITEM only one copy of the SOITEAM.xls file is required per unique Offeror / Team.

4.5 DISCLOSURES AND CERTIFICATIONS

4.5.1 Instructions for Submitting Disclosures

The submittal shall contain either FORMS A or FORMS B. Offers submitted without FORMS A or FORMS B shall be deemed non-responsive. 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 shall be returned by Offerors that have a current, approved 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>

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

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>

1. Certification of Illinois Procurement Gateway Registration #
2. Certification Timely to this Solicitation
3. Replacement Certification to IPG Certification #6
4. Disclosures of Lobbyist or Agent
5. Disclosure of Current and Pending Contracts
6. Signature

For Veteran Small Business Utilization Plan go to:

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

4.5.2 Instructions for Submitting Certifications

Submit the State of Illinois Standard Business Terms and Conditions (see Part III, 3.3) with your Forms A or Forms B Disclosures. This document is also available on the Tollway website.

4.6 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
Attn: Protest Review Office
401 S. Spring Street
Suite 515 Stratton Office Building
Springfield, IL 62706

Phone: (217) 558-3724
Facsimile: (217) 558-1399
Illinois Relay: (800) 526-0844

4.7 USEFUL LINKS FOR PSB 15-2

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-protégé-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://www.illinois.gov/cpo/Pages/FrequentlyAskedQuestions.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>

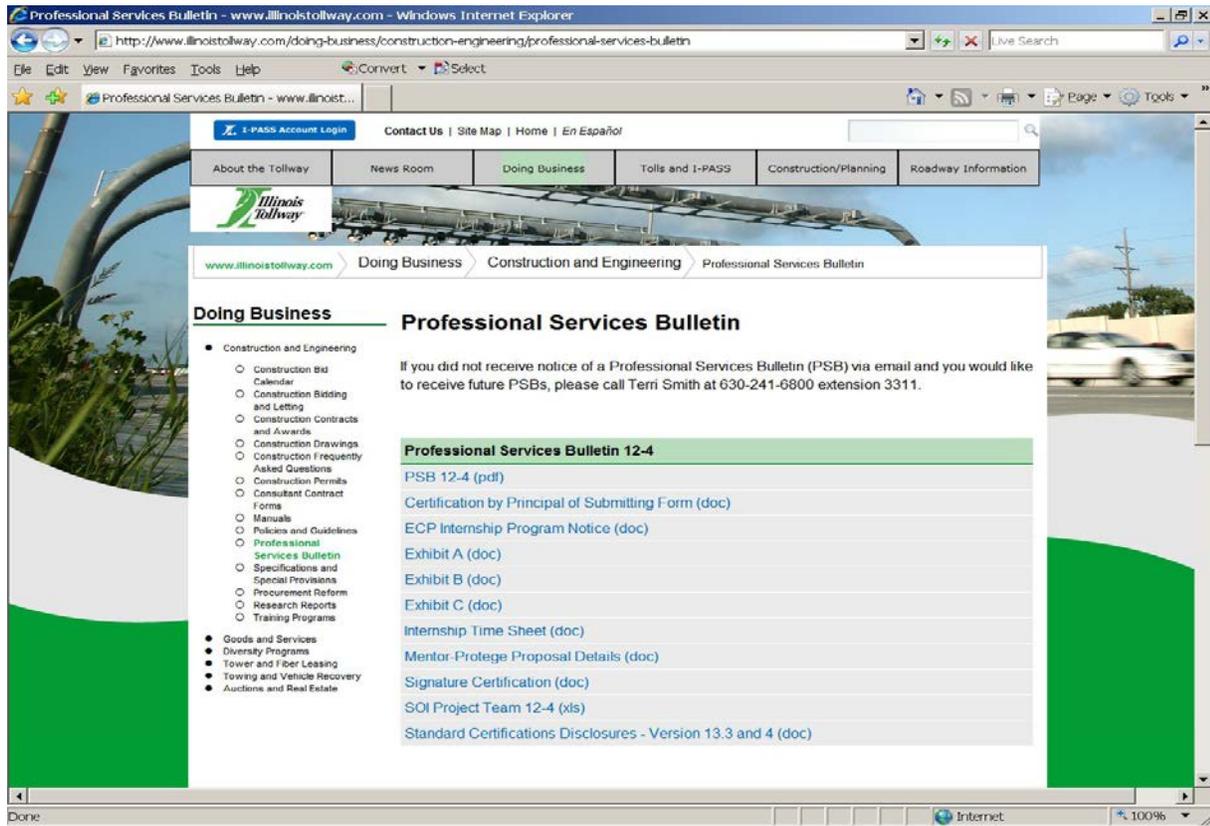
4.8 ILLINOIS PROCUREMENT BULLETIN (IPB) NOTICE

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.

4.9 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”



4.10 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
terri.smith@getipass.com

Submit to: Ms. Terri Smith, Document Control Manager
terri.smith@getipass.com

Include the following information:

Please add this contact to receive notification from the Illinois Tollway that a Professional Services Bulletin has been posted:

Name of firm _____

E-mail address _____

Contact person (corresponding with e-mail) _____

4.11 RESERVED

4.12 PSB 15-2 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
Applicable to all Items	
PART I, 1.1 Contact Information	SOI email submittals must be received by August 21, 2015, 4:30:00 P.M. CT. Any emails or partial submittals received after that time shall be considered late and your submittal will be deemed non-responsive.
PART II, 2.4 Disadvantaged Business Enterprise (DBE) 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"> <input type="checkbox"/> IL UCP - Illinois Department of Transportation (IDOT) <input type="checkbox"/> IL UCP - Chicago Transit Authority (CTA) <input type="checkbox"/> IL UCP - PACE <input type="checkbox"/> IL UCP - METRA <input type="checkbox"/> IL UCP - City of Chicago <input type="checkbox"/> Cook County <input type="checkbox"/> 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. Please provide proof of certification (example: letter) with your SOI submittal (Certifications are to be included as attachments to Exhibit A – Proposed Key Staff).</p>
PART II, 2.6 State of Illinois Veteran Small Business Participation and Utilization Plan	Vendor must submit a Utilization Plan and Letter of Intent with its SOI.
PART II, 2.11 Clarification of Quality Control/Quality Assurance Requirements	<p>The Quality Control/Quality Assurance personnel on Exhibit A shall not be the same personnel preparing the data.</p> <p>b) QC/QA personnel must be different individuals than those preparing the documents.</p>
PART II, 2.12 Consultant Contract Forms	Selected consultants should be prepared to execute the appropriate Agreement template. Any exceptions shall be noted in the consultant’s Statement of Interest.
PART III, 3.1 Offeror Commitment and Signature	<p>Include the Offeror Commitment and Signature pages in each Statement of Interest following the Table of Contents.</p> <p>Offeror must mark each blank below as appropriate; mark N/A when a section is not applicable to the PSB Item offered. Offeror understands that failure to meet all requirements is cause for disqualification.</p> <p>3. Submission of all Documentation Required in PSB 15-2: Offeror is submitting with its SOI any and all documents required in PSB 15-2. Exhibits from previous Professional Services Bulletins will not be accepted. Offeror understands that incomplete or missing documentation will render the offer non-responsive.</p> <p>9. Exhibit D: Availability of Key Project Personnel: The Offeror provided with its SOI, Exhibit D, which must include Key personnel as</p>

	<p>identified in the item detail, for both Prime and subconsultants.</p> <p>14. Illinois Board of Elections Registration: The Offeror understands that Primes MUST be registered with the Illinois Board of Elections prior to the submittal of the offer (Statement of Interest), and has enclosed a copy of the registration certificate with the Certification/ Disclosure forms.</p>
PART III, 3.2 Demonstrated Experience / Prequalification	Each Statement of Interest submitted for Items 1 and 2 must include a Demonstrated Experience / Prequalification form.
PART III, 3.3 Exhibits	<p>The following Exhibits shall be submitted in accordance with PSB submittal instructions in PART IV, and are available on the Tollway website.</p> <ul style="list-style-type: none"> • Exhibit A: Proposed Staff <ul style="list-style-type: none"> ○ Required - Submit with SOI • Exhibit B: Environmental Questionnaire <ul style="list-style-type: none"> ○ If required by the item, submit with SOI • Instructions for Completing Exhibit C • Exhibit C: Current Obligations <ul style="list-style-type: none"> ○ Required - Submit as a separate pdf document • Exhibit D: Availability of Key Project Personnel <ul style="list-style-type: none"> ○ Required - Submit with SOI • Exhibit E: Partnership- Mentor/Protégé Program <ul style="list-style-type: none"> ○ If proposing a mentor-protégé arrangement, this Exhibit is required. Submit with SOI • Exhibit F: Veteran Small Business Participation and Utilization Plan <ul style="list-style-type: none"> ○ If the item includes a Veteran Goal, this Exhibit is required - Submit with SOI • State of Illinois Standard Business Terms and Conditions <ul style="list-style-type: none"> ○ Required - Submit with Forms A or Forms B • SOITEAM Spreadsheet <ul style="list-style-type: none"> ○ Required - Submit as a separate Excel file
PART III, 3.3 Exhibits, Exhibit A	The personnel named in Exhibit A must also be listed on Exhibit D: Availability of Key Project Personnel. (Applies to both Items 1 and 2.)
PART III, 3.3 Exhibits, Exhibit F	<p>To qualify as an eligible VOSB/SDVOSBE, the firm must be currently certified by the Department of Central Management Services.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Failure to complete a Utilization Plan and/or provide Good Faith Effort Documentation shall render the Statement of</p>

	<p>Interest non-responsive or non-responsible.</p> <p>3. ...firms must be certified with CMS as VOSB/SDVOSB vendors at the time of submittal of Statement of Interest.</p> <p>6. Good Faith Effort Procedures: Vendor must submit a Utilization Plan and Letters of Intent that meet or exceed the published goal.</p> <p>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 non-responsible and cause it to be rejected or render Vendor ineligible for contract award.</p>
PART III, 3.3 Exhibits, Exhibit F – Letter of Intent	<p>The Prime Vendor is required to submit a separate, signed Letter of Intent (LOI) from each VOSB certified vendor.</p> <p>LOIs must be submitted with the Statement of Interest and must be signed by both parties.</p>
PART IV, 4.3.1 Required Format for Submitting Statements of Interest	<p>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.</p>
PART IV, 4.3.2	<p>All Exhibits submitted for this PSB must be current. Exhibits from previous PSBs will not be accepted.</p>
PART IV, 4.3.4	<p>Each SOI must be submitted using the following basic format:</p> <p><u>COVER SHEET</u></p> <p>Include Full Legal Firm Name, PSB Number, Item Number, and all known sub-consultants (Full Legal Firm Names).</p> <p><u>TABLE OF CONTENTS</u></p> <p>Include Section Number and Page Numbers</p> <p><u>OFFEROR COMMITMENT and SIGNATURE</u></p> <p>Include the Offeror Commitment and Signature pages following the Table of Contents. These pages are shown in PART III, 3.1, and are available on the Tollway website and through this link: http://www.illinoistollway.com/doing-business/construction-engineering/professional-services-bulletin</p> <p><u>Section 1. Executive Summary (limit to 10 pages)</u></p> <p>A. Legal Name of firm, address, telephone number, e-mail address and contact person.</p> <p>B. List all known subconsultants, the work the firm(s) will be performing and a contact person for each. Identify any DBEs (Reference Section 2.8 for definition of DBE) and VOSB/SDVOSBEs. Include Mentor Protégé data if applicable.</p> <p>C. Name of Project Manager.</p>

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).

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.) Refer to these sections for the full list of required Key Personnel for each item:

- 1.4.1.5.3, I - Project Team Matrix and Staffing Plan
- 1.4.2.5.3, I - Project Team Matrix and Staffing Plan

C. QC/QA personnel must be different individuals than staff preparing the documents.

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 accomplished within the past five (5) years, demonstrating the firm's experience in the type of work required for this project. The use of photos is highly discouraged. Color

	<p>graphics and photographs may be sent with the e-mail files with the understanding that email size is not to exceed 7MB. Relevant Project Experience is described in more detail in these paragraphs: 1.4.1.5.3, II - Relevant Project Experience Consulting Engineer Services 1.4.2.5.3, II - Relevant Project Experience Traffic Engineer Services</p> <p><u>Section 6. Exhibit B:</u> Projects involving Location/Design Studies and Environmental Reports require completion of this Exhibit.</p> <p><u>Section 7. Exhibit C:</u> Current Obligations of Work (This form must be submitted as a separate pdf document. See instructions for electronic submittals.)</p> <p><u>Attachments:</u> If proposing a mentor-protégé arrangement, attach the required Exhibit E: Partnership- Mentor/Protégé Program If the item includes a Veteran Goal, attach the required Exhibit F: Veteran Small Business Participation and Utilization Plan</p>
PART IV, 4.4.1 General Instructions	All Forms, ESPECIALLY the SOI Team spreadsheet (SOITEAM.xls), must be submitted per the instructions provided.
PART IV, 4.4.2 Naming and Labeling Instructions	<p>All electronic submittals must be addressed to SOIPSB.15-2@getipass.com.</p> <p>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.</p> <p>All electronic submittals of your firm's emails subject lines MUST read: SOIPSB15-2, SOI FIRM NAME CODE, ITEM (#'s).</p>
PART IV, 4.4.3 Instructions for Submitting the SOI Team Spreadsheet	<p>Vendors must obtain the SOI Team spreadsheet from the Tollway Website: Prime and subconsultant PSB 15-2 Spreadsheet.</p> <p>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. Do not leave blank cells, enter "TBD," or enter a range of percentages.</p> <p>For each subconsultant, the Prime's full legal firm name must be entered in the first column.</p> <p>Do NOT send your spreadsheet as a .pdf file – it MUST be in the Excel format as provided.</p> <p>NOTE: If a firm is submitting as a prime and also as a team lead for one or more teams, a separate SOITEAM Spreadsheet must be submitted for each. DO NOT combine SOITEAM Spreadsheets for unique offers / entities.</p>
PART IV, 4.4.4 Instructions for Electronic Submittal	<p>The first line of your email shall indicate your Firm / Team Name, PSB and Item Number(s) on which your firm is submitting.</p> <p>Each attachment must be labeled as indicated below:</p> <ul style="list-style-type: none"> o For each Item on which you are submitting, use your 2-6

	<p>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 Teaming Agreements use abc_TM02)</p> <ul style="list-style-type: none"> o 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. o Disclosures submitted on behalf of a Teaming Agreement should use the unique 2-6 character SOI Firm Name Code for each individual Team firm name followed by DS_TM. (Example: abcDS_TM.pdf, defDS_TM.pdf and ghiDS_TM.pdf). If the firms are registered on the IPG, include your IPG registration number in the body of your email. NOTE: Firms previously assigned a JV code name may be allowed to use this designation for historical consistency, but should confirm with the Tollway. o For your firm’s Current Obligations (Exhibit C), use your 2-6 character SOI Firm Name Code, followed by WL (Example: abcWL.pdf). Exhibit C submitted on behalf of a Teaming Agreement should use the unique 2-6 character SOI Team Name Code (Example: abc_TMWL.pdf). o For your firm’s SOITEAM Spreadsheet, use your 2-6 character SOI Firm Name Code, followed by SOITEAM.xls. (For Teams, the subject line of each should utilize the Teaming Agreement Name code assigned by the Tollway. The Team lead will submit on behalf of the participating partners and identify the partner with a (TM) following their firm name in the work sheet.) (Example: abc_TMSOITEAM.xls) <p>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.</p> <p>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.</p> <p>abcDS is the Disclosure Forms. One copy of the Disclosure Forms is required (unless you are submitting as a Team – if a Team, include a DS for each Team member and name as abcDS_TM.pdf).</p> <p>abcWL is the Current Obligation Form (Exhibit C). One copy of the Current Obligations Form is required per Offeror / Team.</p> <p>abcSOITEAM.xls is the “SOI Team Prime and subconsultant PSB 15-2” Spreadsheet. Since the Spreadsheet contains a worksheet for each ITEM only one copy of the SOITEAM.xls file is required per unique Offeror / Team.</p>
<p>PART IV, 4.5 Disclosures and Certifications, 4.5.1 Instructions for Submitting Disclosures</p>	<p>The submittal shall contain either FORMS A or FORMS B. Offers submitted without FORMS A or FORMS B shall be deemed non-responsive. FORMS A section contains eight forms and shall be returned by Offerors that are <u>not</u> registered in the Illinois Procurement Gateway (IPG).</p> <p>FORMS B contains three forms and shall be returned by Offerors that <u>have</u> a current approved IPG registration number.</p> <p>Submit the State of Illinois Standard Business Terms and Conditions</p>

	(see Part III, 3.3) with your Forms A or Forms B Disclosures. This document is also available on the Tollway website.
Applicable to Item 1	
PART I, 1.4.1 Item 1: I-15-4241, Construction Management Services Upon Request	<p>Firms must be prequalified by IDOT in the following categories: Special Services (Construction Inspection) Structures (Highway Bridges: Typical)</p> <p>Key personnel listed on Exhibit A for this project must include:</p> <ul style="list-style-type: none"> • The person who will assume duties as Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer). • The Resident Engineer. • The Materials Coordinator. • The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.) • The Materials QA Technician
Applicable to Item 2	
PART I, 1.4.2 Item 2: I-15-4654, Construction Management Services Upon Request	<p>Firms must be prequalified by IDOT in the following categories: Special Services (Construction Inspection)</p> <p>Key personnel listed on Exhibit A for this project must include:</p> <ul style="list-style-type: none"> • The person who will assume duties as Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer). • The Resident Engineer. • The Materials Coordinator. • The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.) • The Materials QA Technician.
Applicable to Item 3	
PART I, 1.4.3 Item 3: I-15-4655, Elgin O'Hare Western Access, U.S. 20 to Illinois Route 83	<p>The prime firm must be prequalified by IDOT in the following categories: Special Services (Construction Inspection) Highways (Freeway) Structures (Highway Bridges: Typical) Hazardous Waste (Simple)</p> <p>The Tollway will allow a prime firm to meet the prequalifications for Highways (Freeway), Structures (Highway Bridges: Typical) and Hazardous Waste (Simple) through a subconsultant.</p> <p>Key personnel listed on Exhibit A for this project must include:</p> <ul style="list-style-type: none"> • The person who will assume duties as Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer). • The Resident Engineer. • The Materials Coordinator. • The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. Include the Documentation Certificate Number for IDOT class S-14, Documentation of

	<p>Contract Quantities.)</p> <ul style="list-style-type: none"> • The Project Controls Engineer.
<p>Applicable to Item 4</p>	
<p>PART I, 1.4.4 Item 4: RR-15-4242, Materials Engineering Services Upon Request - Systemwide</p>	<p>As appropriate, personnel must be qualified to evaluate:</p> <ol style="list-style-type: none"> 1. Shop processes such as welding, machining & assembly. 2. Non-destructive testing (VT, UT, RT & PT). 3. Condition of structural material. 4. Final geometry. 5. In-process repairs. <p>Inspectors will also:</p> <ol style="list-style-type: none"> 1. Assess the shop's Quality Control and record management. 2. Verify bolt testing and installation. 3. Monitor heat curving or straightening. 4. Inspect blast cleaning and painting. 5. Provide guidance; and help resolve questions or conflicts. <p>The prime firm must be prequalified by IDOT in the following category:</p> <p style="padding-left: 40px;"> Special Services (Quality Assurance Testing (QA HMA & Aggregate)) Special Services (Quality Assurance Testing (QA PCC & Aggregate)) Geotechnical Services (Subsurface Explorations) </p> <p>The Tollway will allow a Prime consultant to meet the prequalification for steel fabrication inspection, technical laboratory, and Geotechnical Services (Subsurface Explorations) through a subconsultant.</p> <p>Key personnel listed in Exhibit A for this project must include:</p> <ul style="list-style-type: none"> • Task Manager(s) - Responsible for the management of individual tasks within the program including schedule, budget, and deliverables. May require licensure as a professional engineer (task specific) and must have demonstrated experience in project management and infrastructure/pavement engineering. • The Geotechnical Lead who is an Illinois Licensed Professional Engineer, or other qualified professional with a minimum of five years of demonstrated experience in the analysis, interpretation, and validation of soil and rock testing data, in determining the engineering properties of various subsurface materials, and using solid soil/rock mechanics. • The Liaison Engineer who will assume duties as Project Manager for all aspects of the work (must be an Illinois Licensed Professional Engineer). • The person(s) who will be in charge of QA Lab and Field Testing. • QC/QA Level I, Level II and Level III (HMA and PCC) Certified Testing Technicians. • The Materials QA Technician. • ACI Grade 1 and PCI Level I & II- Quality Control Personnel Certification Program (for precast) • CWI and UT Level II (Steel Fabrication). <p>The Field Drilling Supervisor</p>
<p>Applicable to Item 5</p>	
<p>PART I, 1.4.5 Item 5: I-15-4656, Elgin O'Hare Western Access, I-294 to I-90</p>	<p>The prime firm must be prequalified by IDOT in the following categories:</p> <p style="padding-left: 40px;"> Highways (Freeways) Structures (Bridges: Complex) Special Plans (Traffic Signals) </p>

	<p>Special Plans (Lighting: Complex Lighting) Special Services (Surveying) Special Services (Electrical Engineering) Special Services (Mechanical Engineering) Special Services (Architecture)</p> <p>The Tollway will allow a Prime consultant to meet the prequalification for Special Plans (Lighting: Complex Lighting), Special Plans (Traffic Signals), Special Services (Surveying), Special Services (Electrical Engineering), Special Services (Mechanical Engineering) and Special Services (Architecture) through a subconsultant.</p> <p>Key personnel listed in Exhibit A for this project must include:</p> <ul style="list-style-type: none"> • The person who will assume the duties of the Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer). • The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer). • The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer). • The person who will be responsible for drainage design and hydraulic modeling related issues (must be an Illinois Licensed Professional Engineer). • The person who will be responsible for railroad design related issues (must be an Illinois Licensed Professional Engineer). • The Environmental Lead (EL) is the staff member from the DSE charged with coordinating the DSE team's environmental studies. • The person(s) who will perform the QC/QA review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements.
<i>Applicable to Item 6</i>	
<p>PART I, 1.4.6 Item 6: I-15-4657, Elgin O'Hare Western Access, I-294 to I-90</p>	<p>The prime firm must be prequalified by IDOT in the following categories:</p> <p>Highways (Freeways) Structures (Bridges: Complex) Special Plans (Traffic Signals) Special Plans (Lighting: Complex Lighting) Special Services (Surveying)</p> <p>The Tollway will allow a Prime consultant to meet the prequalification for Special Plans (Lighting: Complex Lighting), Special Plans (Traffic Signals), Special Services (Surveying), through a subconsultant.</p> <p>Key personnel listed in Exhibit A for this project must include:</p> <ul style="list-style-type: none"> • The person who will assume the duties of the Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer). • The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer). • The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer). • The person who will be responsible for drainage design and

	<p>hydraulic modeling related issues (must be an Illinois Licensed Professional Engineer).</p> <ul style="list-style-type: none"> • The person who will be responsible for railroad design related issues (must be an Illinois Licensed Professional Engineer). • The Environmental Lead (EL) is the staff member from the DSE charged with coordinating the DSE team's environmental studies. • The person(s) who will perform the QC/QA review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements
Applicable to Item 7	
<p>PART I, 1.4.7 Item 7: I-15-4658, Elgin O'Hare Western Access, I-294 to I-90</p>	<p>The prime firm must be prequalified by IDOT in the following categories:</p> <ul style="list-style-type: none"> Highways (Freeways) Structures (Bridges: Complex) Structures (Bridges: Railroad Bridges) Special Plans (Pumping Stations) Special Plans (Lighting: Complex Lighting) Hydraulic Reports (Pump Station) Environmental Reports (Environmental Assessment) Special Transportation Studies (Railway Engineering) Special Services (Surveying) Special Services (Electrical Engineering) Special Services (Mechanical Engineering) Special Services (Architecture) <p>The Tollway will allow a prime consultant to meet the prequalifications for Special Plans (Pumping Stations), Special Plans (Lighting: Complex Lighting), Hydraulic Reports (Pump Station), Environmental Reports (Environmental Assessment), Special Transportation Studies (Railway Engineering), Special Services (Surveying), Special Services (Electrical Engineering), Special Services (Mechanical Engineering) and Special Services (Architecture) through a subconsultant.</p> <p>Key personnel listed in Exhibit A for this project must include:</p> <ul style="list-style-type: none"> • The person who will assume the duties of the Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer). • The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer). • The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer). • The person who will be responsible for drainage design and hydraulic modeling related issues (must be an Illinois Licensed Professional Engineer). • The person who will be responsible for railroad design related issues (must be an Illinois Licensed Professional Engineer). • The Environmental Lead (EL) is the staff member from the DSE charged with coordinating the DSE team's environmental studies. • The person(s) who will perform the QC/QA review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements
Applicable to Item 8	

<p>PART I, 1.4.8 Item 8: I-15-4659, Elgin O'Hare Western Access, Design and Construction Management Services Upon Request</p>	<p>Firms must be prequalified by IDOT in the following category: Special Services (Construction Inspection) Highways (Freeways) Special Services (Landscape Architecture) Environmental Reports: Environmental Assessments (EA) Special Services: Hazardous Waste</p> <p>The Tollway will allow a prime consultant to meet the prequalification for Special Services Landscape Architecture), Environmental Reports: Environmental Assessments (EA) and Special Services: Hazardous Waste through a subconsultant.</p> <p><u>Additional Statement of Interest Requirements</u> Statements of Interest must include at least three examples of experience conducted within the last two years.</p> <p>Statements of Interest must include examples of previous projects that required studies, design, and coordination similar to that required for this contract.</p> <ul style="list-style-type: none"> • The person who will perform the duties of the Environmental Professional must hold a bachelor's degree or above in civil, chemical, environmental engineering, or geology; have at least three years' experience in special waste assessments and current HAZWOPER certification. • The person who will be signing the LPC-6623 must an Illinois Licensed Professional Engineer or Professional Geologist. <p>Key personnel listed on Exhibit A for this project must include:</p> <ul style="list-style-type: none"> • The person who will assume the duties of the Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer). • The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer). • The person who will be responsible for electrical related issues (must be an Illinois Licensed Professional Engineer). • The person who will be responsible for mechanical related issues (must be an Illinois Licensed Professional Engineer). • The person(s) who will perform the QC/QA review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements. • The Resident/Liaison Engineer. • The Materials Coordinator. • The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.) • The Materials QA Technician. • The person who will perform the Environmental Professional. • The person(s) who will be the Environmental Inspectors, who must have experience in this position.
<p>Applicable to Item 9</p>	
<p>PART I, 1.4.9 Item 9: I-15-4660, Relocation Assistance Services</p>	<p>Firms must be prequalified by IDOT in the following categories: Special Services (Surveying)</p>

Upon Request	<p>Special Services (Electrical Engineering) Special Services (Mechanical Engineering) Special Services (Architecture) Special Services (Hazardous Waste) Special Services (Asbestos Abatement Surveys) Structures (Advance Typical)</p> <p>The Tollway will allow a prime firm to meet the prequalifications for Special Services (Electrical Engineering), Special Services (Mechanical Engineering), Special Services (Architecture), Special Services (Hazardous Waste), and Special Services (Asbestos Abatement Surveys) through a subconsultant.</p> <p>Key personnel listed in Exhibit A for this project must include:</p> <ul style="list-style-type: none"> • The person who will assume the duties of the Project Manager for all aspects of the work • The persons or firm who will assume the duties of the lead relocation agent • The persons or firm who will assume the duties for appraising • The persons or firm who will assume the duties of review appraising • The persons or firm who will assume the duties of negotiation • The persons or firm who will assume the duties of land surveying • The persons or firm responsible for QA/QC
--------------	--

Applicable to Teaming Agreements

PART II, 2.7 Teaming Agreement	<p>Team offers shall comply with the same requirements set forth for individual offers, including but not limited to the submittal (under the Team's SOI code name) of the Statement of Interest, SOI Team Spreadsheet, Exhibits, and Disclosures.</p> <p>Team members must clearly be identified with the Statement of Interest submittal, and Team Lead shall be considered the Prime Consultant upon selection</p> <p>The Tollway requires the Team to perform no less than 40% of the work, meaning the Team cannot subcontract more than 60% of the project work. The scope of work to be performed by each Team member and its subcontractors must be clearly defined and leave no room for interpretation in the Statement of Interest.</p> <p>Note: When entering data into the SOITEAM.xls spreadsheet the following must be followed:</p> <ul style="list-style-type: none"> • Remove / delete the spreadsheet tabs for those items which your Team is not submitting. • Submit one (1) SOITEAM.xls spreadsheet per Team (i.e. if you enter into more than one Team (different participants) you will need to submit a separate SOITEAM.xls spreadsheet for each. Note: not for each item but for each separate, unique Team). • 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
--------------------------------	---

	<p>8.</p> <ul style="list-style-type: none">• When submitting the offer or submitting information to the Tollway, ensure you use the correct Team Code name as provided by the Tollway. Only the Team Lead should submit PSB e-mails.• Outstanding work obligations, and certification and disclosure forms shall be submitted by the Team Lead on behalf of each of the Team members.
--	---